



United States  
Department of  
Agriculture

Marketing and  
Regulatory  
Programs

Animal and  
Plant Health  
Inspection  
Service

Plant Protection  
and Quarantine

# National Canine Operations Manual

[illegible]

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## Restrictions

This manual is an interim edition, which means that it has not been field tested. After it has been adequately tested by canine officers, the Canine Manual will be considered a first edition.

## Acknowledgments

Usually, the Manuals Unit of Plant Protection and Quarantine does not indicate the author or editor of the documents published because they are owned by the governmental organization and the public. Also, publishing documents is a team effort where the Manuals Unit works with a small group of subject matter experts and best performers who are primarily Agency employees. In regards to the National Canine Operations Manual, some of the individuals who actively contributed to this document go beyond our Agency.

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# INTRODUCTION

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## Purpose

This manual has three purposes:

1. A reference guide for experienced canine officers to assist them in performing their duties.
2. A training tool for orienting new canine officers.
3. General information for secondary users, such as guidelines for supervisors and managers of canine officers and regional canine program managers (RCPM's).

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## Scope

The National Canine Operations Manual (Canine Manual) covers background information, procedures, health care, and training related to detector dog activities. The procedures concentrate on a national focus to guide detector dog activities, and they are in addition to general operational procedures in the Airport and Maritime Operations Manual (AMOM).

## INTRODUCTION

### Scope

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This manual is divided into seven chapters:

- ◆ Introduction
- ◆ Procedures
- ◆ Health Care
- ◆ Training
- ◆ Glossary
- ◆ Appendixes
- ◆ Index

The *Introduction* chapter provides basic information about the manual. The information includes its purpose, scope, users, related documents, and a description of unfamiliar or unique symbols and highlighting that are used throughout the manual; the history of detector dogs in the United States Department of Agriculture (USDA), Animal and Plant Health Services (APHIS) and activity goals of detector dog activities in Plant Protection Quarantine (PPQ).

The *Procedures* chapter provides national-level guidelines for implementing and maintaining proficient detector dog teams at PPQ ports of entry as an alternative inspection technique. The sections cover the equipment needed, kenneling requirements, procuring detector dogs (to be developed), how to manage incidents, public awareness, utilizing and retiring detector dogs. This chapter is tabbed as follows:

- ◆ [Equipment](#)
- ◆ [Incidents](#)
- ◆ [Kenneling Requirements](#)
- ◆ [Procuring Detector Dogs](#)
- ◆ [Public Awareness](#)
- ◆ [Retiring Detector Dogs](#)
- ◆ [Utilizing Detector Dogs](#)

The *Health Care* chapter provides basic facts and guidance for taking care of detector dogs. This chapter covers the external and internal anatomy of a dog, the common diseases and parasites of dogs, first aid and emergency care techniques, and general care of detector dogs. The chapter is tabbed as follows:

- ◆ [Anatomy](#)
- ◆ [Diseases and Parasites](#)
- ◆ [First Aid and Emergency Care](#)
- ◆ [General Care](#)

The *Training* chapter provides information about the training conducted for both the detector dog and the canine officer (to be developed). This chapter is tabbed as follows:

- ◆ [Detector Dog Training](#)
- ◆ [New Detector Dog Team Training](#)
- ◆ [Experienced Detector Dog Team Training](#)

The *Glossary* defines specialized words, abbreviations and acronyms, training terms, and other difficult terms used to implement and manage detector dog activities.

The *Appendixes* list information that support the remaining content of the manual. The appendixes include history and trivia about beagles; lists of contacts within APHIS, roles and responsibilities that support detector dog activities, and equipment; guidelines for reporting and documenting results, for rating the weight of a dog, for shipping and daily transporting detector dogs, and for keeping the manual updated.

### What the Canine Manual Does Not Cover

This manual does not cover:

- ◆ Local and regional policy and guidelines that should expand the national guidance provided in this manual.
- ◆ General, operational guidance provided by other PPQ manuals such as the following:
  - ❖ Operations from the AMOM
  - ❖ Monitoring from the Agricultural Quarantine Inspection Monitoring (AQIM) Handbook
  - ❖ Treatments from the PPQ Treatment Manual and the Animal Product Manual



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## Users

The primary users of this manual include PPQ canine officers and port canine coordinators.

Secondary users include supervisors and team leaders, port directors, RCPM's, the National Canine Program Manager (NCPM), national canine instructors, animal care technicians, State plant health directors (SPHD's), State operational support officers, regional directors, regional program managers, Headquarters staff, other Federal agencies, and foreign governments.

---

## Key Contacts

PPQ detector dog teams are at work locations across the country. The teams are supported by canine program managers at the regional and national levels, program managers at the regional level, and port canine coordinators at the local level.

Refer to *Appendix A*, [APHIS Contacts](#), for a directory of addresses, telephone numbers, and FAX numbers of the PPQ work locations that support detector dog teams.

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## Communications

To be developed.

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## National Detector Dog Training Center (NDDTC) Support

To be developed.

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## Roles and Responsibilities

PPQ's detector dog activities are managed within the regional structure by the RCPM's. Some work locations have established a port canine coordinator to help direct the work of multiple detector dog teams. Personnel classifiers work with PPQ managers to review and to decide where port canine coordinators are needed.

At their assigned work location, the detector dog teams may be directed by a supervisor, manager, team leader, or port director. Supervisory and administrative support are provided through normal PPQ channels.

Those who support detector dog activities in PPQ hold the following positions:

- ◆ Canine officers (dog handlers)
- ◆ Port canine coordinators
- ◆ Co-workers (nonhandlers)
- ◆ Local managers (supervisors, team leaders, port directors)
- ◆ RCPM's
- ◆ National canine instructors
- ◆ NCPM
- ◆ National Safeguarding Team (NST)

Refer to *Appendix B, [Personnel](#)*, for examples of performance elements and for roles and responsibilities of these positions. What is listed in Appendix B is not all inclusive of the tasks performed by those who hold the positions.

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## History of USDA-APHIS Detector Dogs

In 1984, USDA-APHIS began a detector dog program at Los Angeles International Airport with one detector dog team consisting of a beagle and a canine handler.

At first, APHIS tried a variety of dog breeds and worked with U.S. Customs to develop a detector dog program. As a result of this initial work, beagles were selected as the best detector dog because of their acute sense of smell and their gentle nature with people. Refer to *Appendix C, [Beagle History and Trivia](#)*, for additional information about the beagle breed.

After selecting beagles as the Agency's detector dogs, APHIS worked with the military at Lackland Air Force Base in Texas to train the first detector dog teams. The first class was held in 1986. In fact, much of USDA's detector dog training and portions of the operational guidelines were modeled after methods used by the United States Air Force. Other contributors to the creation of the detector dog program were the following people: Douglas R. Ladner, PPQ Senior Staff Officer, and Mike Simon, Mel Robles, Cal Brannaka, and Hal Fingerman, all PPQ Canine Officers.

In 1987, APHIS opened three regional training centers and began training its own detector dog teams. The regional training centers were located in New York, Miami, and San Francisco. Each regional training center was staffed with one trainer who began conducting pilot classes in 1988. As the program grew, training and support needs changed; therefore, a national training center was implemented and the three regional training centers were consolidated. In October 1997, NDDTC officially opened.

Now detector dog teams are located at all major airports across the United States. Also, detector dog activities have been expanded to postal facilities and maritime cargo. Before the end of the millennium, USDA-APHIS will have detector dog teams established at land border crossings along the Mexican border.

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## Vision and Activity Goals

### Vision Statement

Deploy detector dogs in all areas where they can be most effectively utilized and integrated into the overall operations of APHIS and PPQ.

### Activity Goals

1. Establish proficiency levels that all detector dog teams must maintain to be effective in protecting American agriculture.
2. Successfully integrate the detector dog activity within the agricultural quarantine inspection (AQI) operation in:
  - A. Baggage clearance at airports, maritime ports, and for cruise ships and military facilities
  - B. Postal facilities
  - C. Cargo at airports and maritime ports
  - D. Land border activities
  - E. Smuggling interdiction
3. Deliver quality and timely training that will support the field, regional, and national AQI and related programs.
4. Provide training to supervisors and port directors so they can effectively manage detector dog activities.
5. Explore other activities outside of AQI where the detector dogs may effectively be used.

---

## Related Documents

- ◆ Detector Dog Program Training Manual
- ◆ Legislative and Public Affairs (LPA) Pamphlets
- ◆ 9CFR Parts 1, 2, and 3, Humane Treatment of Dogs and Cats; Temperature Requirements
- ◆ 9CFR Chapter 1
- ◆ AMOM and other related import manuals
- ◆ Animal Welfare Act
- ◆ Traveling With Your Pet, Miscellaneous Publication No. 1536
- ◆ Beagle Brigade web page at the following address:  
<http://www.aphis.usda.gov/travel>

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## Conventions

### Bullets

Bulleted lists indicate there is no order to the information being listed. Bullets and sub-bullets look like this in the manual:

- ◆ Collars
  - ❖ Slip
  - ❖ Leather
  - ❖ Nylon

### Canine Officer

When canine officer is used in this manual, it will represent both a canine officer and a dog handler.

### Caution

A caution advisory indicates that people or dogs could possibly be endangered and slightly hurt. Compare to “warning.” A caution advisory looks like the following throughout the manual:



### Chapter

This manual contains the following seven chapters: Introduction, Procedures, Health Care, Training, Glossary, Appendixes, and Index.

## Chapter Table of Contents

Most every section to a chapter has a table of contents. They are at the beginning of a chapter or section and help facilitate finding information within a section. The table of contents lists the heading titles within each section.

## Control Data

Information placed at the top and bottom of each page helps users keep track of where they are in the manual and in its updates. At the top of the page is the chapter, section, and first-level heading. At the bottom of the page is the month, year, and version of the manual, its title, page number, and unit responsible for the content.

## Heading Levels

Within each section there are three headings. The first heading is indicated by a horizontal line followed by its title that continues across both the left and right columns. The second heading is in the right-hand column with the text beginning below it. The third heading is a special one that is in the left-hand column and is used to easily scan topics.

## Highlighting Tables, Figures, Sections

When tables, figures, or other sections are referenced in the body of the manual, they are emphasized *in italic print*. For example, refer to the *Glossary* for a definition of primary residence.

## Important Note

Helpful hint(s) or other information that assists the user. An important note looks like the following throughout the manual:



## Must

When must is used in this manual, it means mandatory by policy.

## Notice

Notices indicate a dangerous situation is possible where goods might be damaged. A notice looks like the following throughout the manual:



## Numbering Scheme

A three-level numbering scheme is used in this manual for pages, tables, and figures. The first number represents the chapter. The second number represents the section. The third number represents the page, table, or figure. This numbering scheme allows for easier updating and adding of pages without having to reprint an entire chapter. Dashes are used in page numbering to differentiate page numbers from decimal numbers.

## Section

Some of the larger chapters in this manual are broken down into sections. Each section begins on a new, right-hand page. Sections are identified by the second number in the numbering scheme used for this manual. The manual chapters that have sections are as follows: Procedures, Health Care, Training, and Appendixes.

## Tab Colors

Only two tabs are colored. The section titled *Incidents* has a red tab, while the section titled *First Aid and Emergency Care* has a green tab. The users are able to quickly find guidance when confronted with a major incident such as a dog biting incident, or when administering first aid and emergency care to a detector dog.

## Warning

A warning advisory indicates that people or dogs could possibly be hurt or killed. Compare to “Caution.” A warning advisory looks like the following throughout the manual:



# 2

Canine Manual

## PROCEDURES

### *Equipment*

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#### Contents

[Introduction](#) page 2-1-1  
[NDDTC Supplied Equipment and Supplies](#) page 2-1-1  
[Field Supplied Equipment and Supplies](#) page 2-1-2

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#### Introduction

This section contains a list of the recommended equipment needed to support a detector dog team at a work location. The list is divided between the equipment supplied by NDDTC when the canine officer attends Basic Canine Officer Training (BCOT), and the equipment supplied by the field from a port canine coordinator at the work location or supplied by the RCPM.

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#### NDDTC Supplied Equipment and Supplies

The following are supplied by NDDTC:

- ◆ [Collars](#) (see *Appendix D* for more information about collars including Elizabethan and Martingale collars)
  - ❖ Slip
  - ❖ Leather
  - ❖ Nylon
- ◆ [Leashes \(Regular and Retractable\)](#) (see *Appendix D* for more information)
- ◆ [Jackets](#) (2) (see *Appendix D* for more information)
- ◆ [Grooming Kit](#) (see *Appendix D* for more information)
- ◆ [Crates/Portable Kennels](#) (see *Appendix D* for more information)
- ◆ [Reward Pouch](#) (see *Appendix D* for more information)
- ◆ Water bucket, 2-quart stainless steel
- ◆ Detector dog [First Aid Kit](#) (see *Appendix D* for more information)
- ◆ National Canine Operations Manual

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## Field Supplied Equipment and Supplies

The following are supplied by the field:

- ◆ Vehicle (see *Appendix E* for [Daily Transporting Detector Dogs](#). See *Appendix D* for a list of safety requirements under [Vehicles](#).)
- ◆ Collars and leashes, additional
- ◆ Crate pads (see *Appendix D* for more information under [Crates/Portable Kennels](#). See *Appendix E* for [Shipping Detector Dogs](#).)
- ◆ Additional crates—one for vehicle (wire cage), one for the office, and one for each inspectional site, such as post office or airport
- ◆ Additional water buckets, 2-quart stainless steel
- ◆ Flea comb
- ◆ Pooper scooper
- ◆ Styptic powder to help stop bleeding caused by trimming nails and minor cuts
- ◆ Communication device for safety, such as car phone or 2-way radio (as directed by the region or work location)
- ◆ Credit card for purchasing supplies—minimum of one at a work location for the detector dog team
- ◆ [Refrigerators](#) for storing training aids designated for the detector dog team (see *Appendix D* for more information)
- ◆ Air-tight containers for storing training aids in the refrigerator(s)
- ◆ Target items, i.e., meats (pork and beef), fruits and vegetables, soil, plants, seeds, etc.



The amount and type of target and nontarget items will vary among work locations and should be determined locally by canine officers and port canine coordinators. As a guide, the more the better; you need a sufficient amount to create realistic passenger baggage scenarios for training exercises, including boxes.

- ◆ Nontarget items typical of flights encountered at the work location, i.e., cosmetics, toiletries, candy, chips, coffee, cheeses, fish, bread, chocolate, etc.
- ◆ Filler items, i.e., clothes, shoes, etc.
- ◆ Cardboard boxes and paper bags (see *Appendix D* under [Suitcases, Boxes, and Contents](#) for more information)
- ◆ Suitcases and handbags—minimum of 50 hard and soft cases in a variety of sizes; including handbags, backpacks, purses; excluding target cases (see *Appendix D* under [Suitcases, Boxes, and Contents](#) for more information)



- ◆ Access to:
  - ❖ Office equipment for preparing and distributing reports, such as a computer, a FAX machine, an assigned e-mail address for Lotus Notes®
  - ❖ A storage area for training equipment, such as suitcases, boxes, refrigerators, target and nontarget items, filler items
  - ❖ A storage area for crates



# 2

Canine Manual

## PROCEDURES

### *Incidents*

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#### Contents

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Dog Bites [page 2-2-1](#)  
Emergency Response Plan [page 2-2-3](#)  
Injury and Sudden Illness [page 2-2-4](#)  
Incident Contacts [page 2-2-5](#)

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#### Assaults

If your detector dog is assaulted, consult port policy. Assaults are covered by some State laws; therefore, guidelines should be established by local managers, and be in place to support detector dogs teams at a work location.

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#### Dog Bites

If any person including a canine officer, a kennel worker, or a passenger is bitten by a detector dog or if the detector dog shows any aggression toward a person, then do the following:

1. Immediately remove the dog from service.
2. Secure the dog in a crate until you can take it to the veterinarian for a physical exam.
3. If someone is bitten, take that person to a quiet place, such as an office. Call emergency medical service and administer first aid. If there is bleeding, use precautions.
4. Get the following information about the person that was bitten:
  - A. Name
  - B. Address
  - C. Other pertinent information—medications used, where they are staying in the United States, if a passenger.
  - D. If the person refuses emergency medical service, make note of it.
  - E. Get statements about the incident from the affected person and witnesses.

- F. If the biting incident occurred in the Federal Inspection Service (FIS) area, note it on the passenger's declaration card. Make a copy of the card.
- 5. If the person goes to a hospital, notify the nearest Office of General Counsel (OGC). Each work location should have the telephone number of the nearest OGC available in case it is needed. Record the number at the end of this section.
- 6. Direct the victim to complete a Standard Form 95, Claim for Damage, Injury, or Death (Standard Form 95A is a Spanish version). Refer to **FIGURE 2-2-1** for a sample of the form. Direct the victim to return the form to the local PPQ office or to the following address:

USDA-APHIS-ABS  
Accounting and Property Services  
100 N. Sixth Street, 5th Floor  
Minneapolis, MN 55403

For further information about procedures for tort claims, see Departmental Regulation 2510-1, Claims Against the United States, dated July 20, 1992. Work locations should have this regulation on file.

- 7. The canine officer writes an incident report as soon as possible. Each work location decides the protocol for notifying management after duty hours.
- 8. The canine officer notifies the RCPM for further instructions regarding the detector dog.
- 9. Do not allow the detector dog back into service until notified by your RCPM. The incident will have to be investigated thoroughly by the RCPM with input from the port canine coordinator, port director, regional director, and the NCPM. (Refer to *Criteria for Retiring a Detector Dog, Aggression* beginning on [page 2-6-2.](#))

CLAIM FOR DAMAGE, INJURY, OR DEATH		INSTRUCTIONS: Please read carefully the instructions on the reverse side and supply information requested on both sides of this form. Use additional sheet(s) if necessary. See reverse side for additional instructions.		FORM APPROVED OMB NO. 1105-0006
1. Submit To Appropriate Federal Agency:		2. Name, Address of claimant and claimant's personal representative, if any. (See instructions on reverse.) (Number, street, city, State and Zip Code)		
3. TYPE OF EMPLOYMENT <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN	4. DATE OF BIRTH	5. MARITAL STATUS	6. DATE AND DAY OF ACCIDENT	7. TIME (A.M. OR P.M.)
8. Basis of Claim (State in detail the known facts and circumstances attending the damage, injury, or death, identifying persons and property involved, the place of occurrence and the cause thereof) (Use additional pages if necessary.)				
9. PROPERTY DAMAGE NAME AND ADDRESS OF OWNER, IF OTHER THAN CLAIMANT (Number, street, city, State, and Zip Code)  BRIEFLY DESCRIBE THE PROPERTY, NATURE AND EXTENT OF DAMAGE AND THE LOCATION WHERE PROPERTY MAY BE INSPECTED. (See instructions on reverse side.)				
10. PERSONAL INJURY/WRONGFUL DEATH STATE NATURE AND EXTENT OF EACH INJURY OR CAUSE OF DEATH, WHICH FORMS THE BASIS OF THE CLAIM. IF OTHER THAN CLAIMANT, STATE NAME OF INJURED PERSON OR DECEDENT.				
11. WITNESSES NAME ADDRESS (Number, street, city, State, and Zip Code)				
12. (See instructions on reverse) AMOUNT OF CLAIM (in dollars) 12a. PROPERTY DAMAGE 12b. PERSONAL INJURY 12c. WRONGFUL DEATH 12d. TOTAL (Failure to specify may cause forfeiture of your rights.)				
I CERTIFY THAT THE AMOUNT OF CLAIM COVERS ONLY DAMAGES AND INJURIES CAUSED BY THE ACCIDENT ABOVE AND AGREE TO ACCEPT SAID AMOUNT IN FULL SATISFACTION AND FINAL SETTLEMENT OF THIS CLAIM				
13a. SIGNATURE OF CLAIMANT (See instructions on reverse side.)			13b. Phone number of signatory	14. DATE OF CLAIM
CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM The claimant shall forfeit and pay to the United States the sum of \$2,000, plus double the amount of damages sustained by the United States. (See 31 U.S.C. 3729.)		CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS Fine of not more than \$10,000 or imprisonment for not more than 5 years or both. (See 18 U.S.C. 287, 1001.)		

55-109 Previous editions not usable. NSN 7540-00-634-4046 STANDARD FORM 95 (Rev. 7-85) PRESCRIBED BY DEPT. OF JUSTICE 28 CFR 14.2

FIGURE 2-2-1: Sample of Standard Form 95, Claim for Damage, Injury, or Death

## Emergency Response Plan

Every PPQ work location should have on file an emergency response plan. This plan directs local managers when confronted with civil disturbances and natural disasters, such as flood, fire, hurricane, tornado, earthquake, or inclement weather. At work locations where there is a detector dog team, the emergency response plan should include plans to secure the safety of the detector dog.

The plan should address the following issues for securing the detector dog. This list is not inclusive.

- ◆ Who is responsible for implementing the plan
- ◆ Emergency veterinary care
- ◆ Alternative kenneling
- ◆ Methods of providing basic needs of the detector dog, such as food, water, and exercise

---

## Injury and Sudden Illness

The canine officer is responsible for determining when the detector dog needs medical care and must ensure the dog's needs are met when it is injured or ill.

1. Stabilize the dog.
2. Administer first aid or emergency care. Refer to the first aid and emergency care information behind the green tab.
3. If the first aid indicates to immediately take the dog to the veterinarian, then do so.



If the injury or illness is life threatening, contact your supervisor as soon as possible. If the incident is critical but not life threatening, contact your supervisor before taking the dog to the veterinarian. The supervisor is responsible for contacting the RCPM.

4. Require a written release from the veterinarian stating that the dog is able to return to work with no restriction.

Detector dogs that have been injured or ill and under a veterinarian's care will not return to work until the release is provided. Therefore, canine officers need to keep their supervisors informed since they are assigning and directing work activities. Supervisors will send a copy of the release to the RCPM. The RCPM will send a copy to NDDTC.

5. Get a copy of the veterinary bill and medical notes during each visit related to the injury or illness. The bill should describe the reason for the visit and/or a diagnosis of the injury or illness. Send a copy of the bill and notes to the RCPM. The RCPM will send a copy to NDDTC for the dog's medical file.

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## Incident Contacts

The remainder of this section is for you to record local contacts you wish to have in the manual in case of an incident.

**Veterinarian:**

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**Local emergency or veterinary service:**

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**National Animal Poison Control Center:**

**1-900-680-0000**

**1-800-548-242308/99-01**

**Local:** \_\_\_\_\_

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**Police:**

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**Office of General Counsel**

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**Local humane organization, such as the Society for the Prevention of Cruelty to Animals:**

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**Other local contacts:**

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# 2

Canine Manual

## PROCEDURES

### *Kenneling Requirements*

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#### Contents

[Introduction](#) page 2-3-1  
[Initial Selection of a Kennel](#) page 2-3-1  
[Basic Kenneling Requirements](#) page 2-3-2  
[Sanitary Requirements](#) page 2-3-4  
[Monitoring Kenneling Services](#) page 2-3-5

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#### Introduction

Kenneling detector dogs is an important responsibility of canine officers, in conjunction with port canine coordinators, port directors, and RCPM's.

The kennel environment has a tremendous influence on a detector dog's mental and physical well being. Therefore, detector dogs should be kenneled at facilities that maintain high standards of cleanliness and security.

---

#### Initial Selection of a Kennel

If you work at a location that does not already have a detector dog team in place, then a suitable kennel must be contracted for services.

The following is a list of possible places or people to contact for potential kennels:

- ◆ U.S. Customs—where do they kennel their detector dogs? Possibly establish inter-agency agreement to share kennel facilities.
- ◆ Personal recommendations of coworkers—where do they board their pets?
- ◆ Society for the Prevention of Cruelty to Animals—may have a list of available kennels.
- ◆ Kennel associations, animal shelters, humane organizations
- ◆ Yellow pages
- ◆ Veterinarians
- ◆ RCPM's

The administrative tasks associated with selecting a kennel and annually renewing this service varies among regions and work locations. Therefore, consult with the port canine coordinator, port director, and the RCPM when selecting a kennel. Administrative tasks may include the following:

- ◆ Preparing contract specifications
- ◆ Negotiating price
- ◆ Preparing a Procurement Request, AD Form 700
- ◆ Budgeting for services
- ◆ Renewing contract services

Use the basic kenneling and sanitization requirements listed in this section as a checklist when visiting a potential kennel to evaluate their standards of cleanliness and security. (See [Basic Kenneling Requirements](#) and [Sanitary Requirements](#).)

---

## Basic Kenneling Requirements

When visiting kennels, pay attention to the general appearance, atmosphere, and smell of the facility. Owners should be willing to show you around.

FIGURE 2-3-1 is a checklist of general requirements to look for when selecting a suitable kennel. Given that the final selection may be a compromise or conditional, the requirements are divided between those that are a “must” and those that the kennel “should have.” Lacking “should have” requirements should not exclude a kennel.

**A Kennel Must:**

- ☐ Separate healthy dogs from nonhealthy dogs by maintaining an area to quarantine nonhealthy dogs, and by taking the necessary precautions.
- ☐ Maintain a properly ventilated facility (12-15 air exchanges per hour recommended).
- ☐ Provide emergency care, or will transport dog to an emergency clinic.
- ☐ Heat and cool as dictated by climate to maintain 60–80 °F in the facility year round.
- ☐ Maintain feeding and medication schedules as directed by the canine officer.
- ☐ Provide in-house grooming service or an area where the canine officer can groom the dog.
- ☐ Provide 24-hour access.
- ☐ Provide timely and accurate communication to canine officers or other Agency personnel about the condition of the detector dog.
- ☐ Meet minimum requirements of the Animal Welfare Act for primary residence. (See the *Glossary* for the definition of [Primary residence](#).)
- ☐ Maintain well-kept grounds free of tall grasses, overgrown shrubbery, and fallen leaves and plant debris.
- ☐ Provide Runs That:
  - ☐ Are escape proof (i.e., fence on top, secure latch).
  - ☐ Have concrete floors.
  - ☐ Have good drainage, no puddles.
  - ☐ Have a solid, impervious barrier preventing physical contact with other dogs to prevent cross-contamination.
- ☐ Have Good Security That:
  - ☐ Can be accessed only by a key after hours.
  - ☐ Prevents dogs from digging out or jumping or climbing over fences.
- ☐ Have a Clean and Sanitary Facility That:
  - ☐ Smells and appears clean.
  - ☐ Stores food in a dry, clean place.
  - ☐ Is free of rodent droppings.
  - ☐ Is free of poison baits or toxic material accessible to animals.
  - ☐ Is cleaned and sanitized daily. Sanitizing agents must be approved. (See **FIGURE 2-3-2 on page 2-3-4** for sanitation requirements.)

**A Kennel Should Have:**

- ☐ Detector dogs segregated from the general population, when possible.
- ☐ Detector dogs in adjacent kennels or in the same area.
- ☐ Locations as close to work as practical.
- ☐ Indoor and outdoor runs.
- ☐ Parking accessible to government-owned vehicles and privately-owned vehicles.
- ☐ An exercise area to allow the detector dog to run around in a safe, enclosed area.

**FIGURE 2-3-1: A Checklist of Basic Kenneling Requirements**

## Sanitary Requirements

Cleanliness of kennels is an important factor for good health of detector dogs. Therefore, sanitary requirements must be enforced in and around the kennel. Sanitation is one of the main measures of disease prevention and control. Every canine officer must be concerned about a disease existing in one dog that might be passed on to the others.

There are many specific ways to keep a good level of sanitation in a kennel. Good sanitation can be maintained through a cooperative effort between canine officers and kennel personnel. Use *FIGURE 2-3-2* as a checklist to follow when evaluating sanitary requirements of a kennel.

**The kitchen or food preparation area:**

- ☐ Keep as clean as possible.
- ☐ Wash hands before preparing food.
- ☐ Clean utensils immediately after preparing food.
- ☐ If canned foods are being fed for a special diet, clean the can opener after each use.
- ☐ Maintain disinfectant procedures in the food preparation area.

**Stools are a common source of infection:**

- ☐ Remove from the runs as often as necessary.
- ☐ The method of disposing of stools depends on local conditions and the type of sewage system present.
- ☐ If stools must be carried from the area in cans, the cans must be cleaned and disinfected after each use.

**In the kennels:**

- ☐ Keep sanitary.
- ☐ Maintain in a good state of repair.
- ☐ Clean runs thoroughly on a daily basis.
- ☐ Disinfect periodically by using products suggested by PPQ's Veterinary Medical Office (VMO): Rocal<sup>®</sup>, Parvasol<sup>®</sup>, bleach (5.25 percent solution available chlorine).

**CAUTION:** Before using any disinfectant, check the label to ensure proper use against dog-related diseases and viruses.

**Around the kennels:**

- ☐ Keep free of refuse and garbage that could attract rats and insects.
- ☐ Use mosquito control measures in areas as needed (i.e., netting or other measures).
- ☐ Use disinfectants and their application by following the label requirements. Disinfectants suggested by PPQ's VMO: Rocal<sup>®</sup>, Parvasol<sup>®</sup>, bleach (5.25 percent solution available chlorine).

**FIGURE 2-3-2: A Checklist of Sanitary Requirements**

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## **Monitoring Kenneling Services**

Once a facility is providing PPQ with kenneling service, canine officers are responsible for ensuring that all basic kenneling and sanitary requirements continue to be met.

Ultimately, supervisors are responsible for ensuring that a kennel continues to meet the basic kenneling and sanitary requirements and that the canine officer is satisfactorily monitoring this compliance.

Supervisors should visit the kennel at least twice a year.



# 2

Canine Manual

## PROCEDURES

### *Procuring Detector Dogs*

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To be developed.





# 2

Canine Manual

## PROCEDURES

### *Public Awareness*

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#### Contents

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General Tips for Positive Communications	page 2-5-4
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#### Introduction

Public awareness is a part of PPQ's detector dog activities. Educating the public is an excellent tool PPQ uses to help prevent the entry of restricted and prohibited fruits, vegetables, and meat through passenger baggage. Since the public can relate to dogs, demonstrating what is done using detector dogs has proven to be effective in promoting the AQI program. Therefore, public awareness activities are important to USDA's overall mission of protecting American agriculture, but is a secondary function of detector dog teams.

Therefore, canine officers should participate in public awareness activities when they assist in reaching the primary objectives of PPQ's mission of pest exclusion.

Local managers (port directors, supervisors, team leaders, port canine coordinators) should direct the public awareness activities at their work location and keep the RCPM informed.

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#### Demonstrations

Concentrate on performing demonstrations for public groups that travel, i.e., civic groups, tour groups, local visitor or convention bureaus, and school groups.

Canine officers and/or port canine coordinators are responsible for ordering public awareness information (see the [List of Outreach Information](#) in this section). Order outreach information through RCPM and order information for demonstrations from LPA.

Supervisors of canine officers are encouraged to take an active role in public awareness activities. Getting involved can help educate supervisors about what canine officers do, and supervisors can assist canine officers in presenting a positive and professional perspective of USDA's mission.

Demonstrations and media interviews should be limited to an average of one a week. For seasonal events, canine officers may have more than one demonstration in a week; while some weeks go by with no scheduled demonstrations.

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## List of Outreach Information

LPA produces several items and resources to help canine officers prepare demonstrations and presentations, depending on the audience. The items and resources are listed below:

- ◆ Presentation folders, Don't Pack a Pest
- ◆ Coloring books, Miscellaneous Publication No. 1499, Beagle Brigade, Protecting American Agriculture, written in English and Spanish
- ◆ Beagle Brigade activity sheet
- ◆ Bookmarks
- ◆ Pamphlets, Miscellaneous Publication No. 1539, USDA's Detector Dogs: Protecting American Agriculture
- ◆ Fact Sheet, USDA's Beagle Brigade, July 1992
- ◆ Bumper stickers
- ◆ Beagle Brigade video
- ◆ Magnets
- ◆ Luggage tags
- ◆ Postcards

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## Major Media Calls

All requests from national news media should be forwarded to LPA through the RCPM. LPA's staff coordinates requests with USDA's officials and provide canine officers with guidance to ensure updated, accurate, and consistent information. It is the advanced notification to LPA that is key to the Agency's policy. Modern technology allows even local stories to be picked up and distributed nationally via news wires and networks.

Major media calls would include those from the following:

- ◆ Major daily newspapers, such as USA Today, The Wall Street Journal, Chicago Tribune, New York Times, Los Angeles Times, Albuquerque Journal, Dallas Morning News, the Tennessean, and any Washington metropolitan paper, such as The Journal of Commerce
- ◆ News magazines, such as Newsweek, Time, and National Geographic
- ◆ Network news programs, all network television shows and radio networks, such as NBC, CBS, ABC, Fox, and CNN
- ◆ News wire services, such as Associated Press, United Press International, and Reuters

### Response to Major Media and Congressional Calls

Follow the steps outlined below when a request is received from the congressional staff or reporters for major media. These steps are found on LPA's Media Congressional Reference Card.



Never immediately engage in a discussion.

1. Refer all congressional inquiries to LPA, Legislative Services at 202-720-2511.
2. Get the reporter's name, media affiliation, and phone number.
  - A. Determine the topic for the interview or visit.
  - B. Find out when the media representative needs the information.
  - C. Respond to the request according to APHIS guidelines for responding to the news media (see general tips in this section).
3. Tell the reporter that someone will call them back shortly.
4. Notify your supervisor and call the RCPM who will call LPA to discuss the request. For media inquiries contact LPA, Public Affairs at 301-734-7799. The regional offices are in California at 805-693-0676; Colorado at 303-969-6560; Florida at 352-332-1893.

### General Tips for Positive Communications

Details about how to effectively communicate with the media and examples are provided in the Media Survival Kit and an Agency Administrator's letter dated June 22, 1999, with the subject: APHIS Guidelines for Responding to the Media. Both documents are introduced to canine officers during BCOT. See *Media Relations Workshop* in this section.

Listed below are general tips on dealing with reporters, community leaders, or members of organizations so you can help them inform the public about Agency activities and programs.

- ◆ Prepare several positive messages; restate them often.
- ◆ Remain standing during interview (even if on the phone).
- ◆ Know who you are talking with.
- ◆ Be courteous and polite.
- ◆ Stay within your field of work; never speculate.
- ◆ Do not debate.
- ◆ Do not justify Agency programs.
- ◆ Offer additional information to clarify a story.
- ◆ Avoid jargon and technical terms.
- ◆ Be aware of time lines. Keep the interview brief—think soundbites.
- ◆ Use precleared information.
- ◆ Keep Headquarters informed.

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### Media Relations Workshop

Canine officers receive training on how to deal with the media. The Media Relations Workshop is presented during BCOT at NDDTC. Canine officers receive a copy of the Media Survival Kit written by LPA.

# 2

Canine Manual

## PROCEDURES

### *Retiring Detector Dogs*

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#### Contents

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Ability of a Detector Dog to Work	page 2-6-1
Health Status and History	page 2-6-1
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Placing Retired Dogs	page 2-6-3
Ranked Options for Placement	page 2-6-3
Receipt, Agreement and Waiver of Liability for a Retired Dog	page 2-6-3

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#### Introduction

The RCPM, as a representative of the regional director, is responsible for retiring detector dogs. The RCPM must do the following when retiring a detector dog:

- ◆ Advise and/or consult with the NCPM
- ◆ Serve as liaison with field personnel and management

---

#### Criteria for Retiring a Detector Dog

The following criteria determines whether a detector dog will continue to work or will retire.

##### **Ability of a Detector Dog to Work**

Questioning the dog's ability to work may be raised by anyone. Recommending retirement of a dog must be in writing.

##### **Health Status and History**

The dog's health must be evaluated by its practicing veterinarian with input from the canine officer. There must be a written recommendation before retiring the dog.

A detector dog may be retired because of injury, disease, or age. The following list of examples may be causes for retirement; it is not inclusive.

- ◆ Hips
- ◆ Back
- ◆ Epilepsy
- ◆ Arthritis
- ◆ Psychological
- ◆ Mental health
- ◆ Seizures
- ◆ Injury
- ◆ Skin

### When a Canine Officer Leaves the Position

Use **Table 2-6-1** to determine whether a detector dog should be retired when a canine officer leaves the position.

**Table 2-6-1: Determine Whether to Retire a Detector Dog When a Canine Officer Leaves the Position**

If the dog's age is:	And NDDTC:	Then:
7-10 years	Requests the dog	Transfer the dog to NDDTC for reassignment <sup>1</sup> for no longer than 1 year; then retire the dog. Go to the options for placing retired dogs beginning on <a href="#">page 2-6-3</a> .
	Declines the dog	The RCPM may retire the dog. Go to the options for placing retired dogs beginning on <a href="#">page 2-6-3</a> .
Younger than 7 years old	Requests the dog	Transfer the dog to NDDTC for reassignment. <sup>1</sup>
	Declines the dog	The RCPM may retire the dog. Go to the options for placing retired dogs beginning on <a href="#">page 2-6-3</a> .

<sup>1</sup> NDDTC is responsible for assessing and maintaining all unassigned detector dogs.

### Aggression

The dog must be retired if there is one unprovoked, aggressive incident or bite. Do not retire the detector dog until the biting incident has been investigated thoroughly by the RCPM, in conjunction with the port canine coordinator and/or the port director. All precursory events should be investigated because when a dog bites someone there was most likely a related event that preceded the bite. Include a medical evaluation in the investigation.

The RCPM will inform the NCPM and regional director of the biting incident. If needed, the NCPM, in conjunction with the region, is responsible for notifying LPA, NST at Headquarters, and PPQ's Deputy Administrator.

Refer to the standard operating procedures for [Dog Bites](#) under the [Incidents](#) section (red tab).

---

## Placing Retired Dogs

Each work location where there is a detector dog team may maintain a list of potential homes for a retired dog. Place a detector dog by using the options listed under [Ranked Options for Placement](#). NDDTC may help locate a home for a retiring detector dog.

Once a detector dog is placed, then a receipt agreement must be completed. See [FIGURE 2-6-1](#) on page 2-6-4 for a sample of an Acknowledgment of Receipt, Agreement and Waiver of Liability.

### Ranked Options for Placement

The following options for placement are in order of priority.

1. Present canine officer
2. Previous canine officer
3. Home placement, such as coworker, friend, or relative.
4. Other PPQ personnel in the following order: in the work location, in the area, in the region, and then nationwide. The present canine officer should be consulted in the placement of the dog.
5. If you cannot find a home, refer to the national adoption list.
6. Adoption through advertisement (newspapers, etc.)
7. Private adoption centers (Beagle Rescue, Society for the Prevention of Cruelty to Animals, etc.). PPQ should verify that the private adoption center has a “no kill” policy. Some humane societies have a “no kill” policy, but will send a dog to a county animal shelter where the dog will be killed.
8. Euthanasia. This option is the last one to use and should be used only as an extreme measure. RCPM’s are responsible for placing retired dogs, and each situation is evaluated independently.

### Receipt, Agreement and Waiver of Liability for a Retired Dog

Refer to [FIGURE 2-6-1](#) for a sample of an Acknowledgment of Receipt, Agreement and Waiver of Liability.

When shipping the retired dog, include original copies of its health records.

**ACKNOWLEDGMENT OF RECEIPT, AGREEMENT AND WAIVER OF LIABILITY  
(SURPLUS APHIS DOG)**

The Animal and Plant Health Inspection Service (APHIS) has in its possession a surplus dog named \_\_\_\_\_. Ownership of this dog is hereby transferred to \_\_\_\_\_, who hereby agrees to the following:

1. I acknowledge receipt of the dog named herein and acknowledge that the United States of America, acting through the U.S. Department of Agriculture, relinquishes all rights, title, and interest in the dog and all responsibility for its condition and actions. I accept and assume full ownership of said dog.
2. In accepting full ownership of said dog, I assume complete responsibility for its condition and actions. I agree that the United States of America, U.S. Department of Agriculture, has no liability for damages to any property or any personal injury, including death, to any person arising from or incident to the donation of the dog or its subsequent use or disposition.
3. I state that I have not exchanged money or anything of value except this agreement and waiver of liability for said dog.
4. I agree not to sell said dog and agree not to place the dog in trade or commerce, in any manner, at any time.
5. Further, accept this dog fully aware that the United States of America, U.S. Department of Agriculture, makes no warranty or guarantee of its physical condition, temperament or future behavior.
6. I agree to purchase or otherwise acquire in my name any and all required licenses within 72 hours of receiving the dog.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Signature of Donee

\_\_\_\_\_  
Printed Name of Donee

\_\_\_\_\_  
Address of Donee

**FIGURE 2-6-1: Sample of Acknowledgment of Receipt, Agreement and Waiver of Liability**



# 2

Canine Manual

## PROCEDURES

### *Utilizing Detector Dogs*

#### Contents

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#### Implementation Process

Refer to **Table 2-7-1** for a quick reference to the main steps in implementing a new detector dog team and determining who is responsible for taking the steps.

**Table 2-7-1: Implementation Process for a New Detector Dog Team**

Steps of the implementation process:	Person(s) responsible for implementing the step:
1. Conduct feasibility study and on-site assessment	Port director and the RCPM
2. Determine staffing need based on results of feasibility study	Regional director with input from the RCPM
3. Initiate request to OPM to announce vacancy	Port director
4. Forward a list of eligible applicants for interview	APHIS Business Services
5. Interview applicants	Port director with input from the port canine coordinator and/or the RCPM
6. Select a canine officer	Port Director with input from the port canine coordinator and/or the RCPM
7. Test and procure detector dogs	National canine instructor, RCPM, or designee
8. Orient canine officer at work location. Included in this orientation is canine officers completing port and PPQ 436 officer requirements before attending training.	Port director, supervisor, port canine coordinator
9. Request training (continued on next page)	Port director through the RCPM

**Table 2-7-1: Implementation Process for a New Detector Dog Team (continued)**

<b>Steps of the implementation process:</b>	<b>Person(s) responsible for implementing the step:</b>
10. Conduct protocol training of detector dogs at NDDTC (5 weeks)	National canine instructor
11. Conduct BCOT at NDDTC (6-12 weeks) or replacement training (4 weeks)	National canine instructor
12. Conduct installation training at work location (2–6 weeks after BCOT or replacement training)	National canine instructor coordinated with RCPM, port canine coordinator, and port director
13. Conduct post training follow up contact (2-3 months after BCOT)	National canine instructor
14. Conduct validation testing, annually or as necessary	RCPM with help from port canine coordinator
15. Prepare monthly statistical report	Canine officer, port canine coordinator, port director, RCPM

---

## **Establishing Work Location Operating Procedures**

All parties involved including port directors, supervisors, port canine coordinators, canine officers, and RCPM's should establish the operating procedures for a detector dog team. Procedures are designed for individual work location situations. The following topics should be considered when establishing the work location operating procedures.

### **Flight Selection**

In order to select flights that will best utilize the detector dog and enhance pest exclusions, the RCPM, the port canine coordinator, the canine officer, and the supervisor must work together. Use the feasibility study (basis of establishing a detector dog team) as a guide when establishing flights. Selected flights should be continuously reviewed by the canine officer and port canine coordinator and evaluated by the RCPM. Environmental impacts, including growing seasons, traveling cycles, and origin of the carrier, can change the success rate of a detector dog team on a particular flight. The canine officer is responsible for continually evaluating risk by working detector dogs on a variety of flights.

The canine officer provides assistance in defining the flights on which the detector dog team would be more effective in finding contraband. Additional assistance can be provided by the port canine coordinator or the RCPM.

## Tours of Duty

Schedule a detector dog team so that it is present when most needed. All scheduled tours of duty should be considered in determining the most effective use of assigned detector dog teams. Detector dog team tours do not have to coincide with existing tours of duty.

The canine officer should be allotted sufficient time to return the detector dog to the primary residence (boarding kennel) before any 436 officer overtime is undertaken as a PPQ 436 officer. If this is not possible, certain precautions must be taken to ensure that the health and safety of the dog are not compromised, the AWA standards are met, and the maximum amount of time a dog can be housed in a secondary residence is not exceeded. (See [Confinement in a Secondary Residence](#) under the *General Care* section.)

## Approach to Screening

Detector dog teams should be used to screen passengers in an area that allows maximum exposure to baggage (i.e., baggage carousel, exit points). At post offices, detector dogs should work where they have access to most packages being released from the FIS area. The screening approach should be left up to the discretion of the canine officer.

Following are general steps canine officers take once a detector dog responds to passenger baggage:

1. Note the response on the passenger's declaration form. This step ensures that suspect baggage is directed to PPQ personnel and is identified as a detector dog response.
2. Use appropriate means to identify baggage for secondary inspection, i.e., tagging the baggage.



Some locations no longer tag bags.

3. Visually inspect hand-carried baggage. It is necessary to verify the accuracy of responses and it is an integral part of the detector dog inspection process. This step may include safeguarding contraband, and it frequently leads to improved detector dog proficiency and passenger processing.

### Utilizing Down Time

Tours of duty of canine officers should be scheduled so there is minimal down time. During this down time, other duties should be performed, such as preparing reports; grooming, exercising, training, and walking the dog; and other responsibilities directly related to detector dog activities.

If no detector dog duties are being performed, the canine officer should then perform PPQ 436 officer duties, such as insect identification, secondary inspection, and record keeping.

When canine officers are performing other duties, the detector dog must be confined in their secondary residence. Canine officers cannot allow detector dogs to:

- ◆ Roam around the office or common areas
- ◆ Mingle with nondetector dogs
- ◆ Be tied to a stationary object

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### TDY Assignments, Developmental Assignments, and Extended Leave Policy

Canine officers are allowed to be on rapid response teams and to participate in TDY assignments. They should not be denied a TDY assignment solely because they are a canine officer.

The only restrictions about canine officers taking TDY assignments are that there will be none scheduled within:

- ◆ The first year after graduating from BCOT
- ◆ Within 6 months after attending replacement training

Canine officers should contact their port director when assigned to or requesting a TDY assignment, a developmental assignment, or an extended leave of absence.

The port director works with the port canine coordinator and/or the RCPM to ensure the detector dog's proficiency remains consistent while the canine officer is away. Use **Table 2-7-2** to determine the action to take to ensure detector dog proficiency.

**Table 2-7-2: Action to Take to Ensure Consistent Proficiency of a Detector Dog When a Canine Officer Is Away for Extended Periods**

When a canine officer will be away for:	Then do the following:
Less than 6 months	<ol style="list-style-type: none"><li>1. Temporarily reassign the detector dog. The RCPM is responsible for reassigning the dog within the region.</li><li>2. If 1. is impossible, the RCPM contacts the NCPM for help reassigning the dog to another region or at NDDTC.</li><li>3. The RCPM provides on-site support to facilitate a smooth transition back into a productive detector dog team when the canine officer returns.</li><li>4. As a result of observations by the RCPM and port director, they can request technical support from NDDTC.</li><li>5. Regional management may, at their discretion, discuss alternatives with the NDDTC staff.</li></ol>
More than 6 months	The RCPM notifies the NCPM to facilitate resource scheduling.

## Courtesy of the Port

Detector dog teams are more likely to encounter diplomats when clearing a flight as opposed to regular PPQ 436 officers without the assistance of a detector dog.

As a canine officer, when diplomats are encountered, refer to the Airport and Maritime Operations Manual, Airport, Clearing Passengers/Crew for guidelines about courtesy of the port. Also, be aware of additional port policy.

## Guidelines Agreed to Between APHIS and Customs

The following guidelines are taken from an APHIS Detector Dog Agreement established with the U.S. Customs Service. Refer to these guidelines as a suggestion, along with port policy, when developing local guidelines for cooperatively working with detector dogs at a work location.

1. When a detector dog responds to handbaggage, canine officers will examine it on the spot. If something is found that requires a referral to secondary inspection, place an “A” on the passenger’s declaration card. Canine officers may remove small amounts of prohibited items at the baggage carousel or elsewhere on the floor.
2. When a detector dog responds to pit baggage, the canine officer will place an “A” on the passenger’s declaration card and will refer the passenger to U.S. agricultural secondary inspection.

3. Canine officers or other APHIS officers will direct passengers to secondary inspection.
4. U.S. Customs' personnel will be given instructions by local APHIS managers on APHIS procedures.

# 3

Canine Manual

## HEALTH CARE

### *Anatomy*

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[External Anatomy of a Beagle](#) page 3-1-2

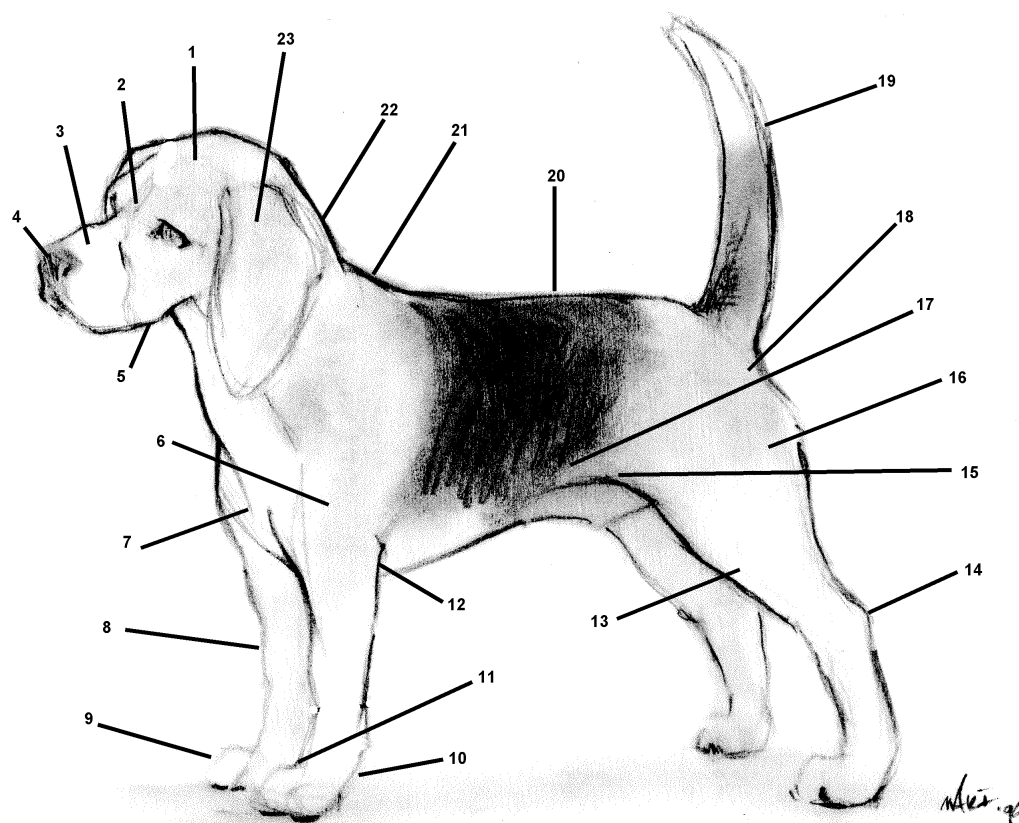
[Internal Anatomy of a Beagle](#) page 3-1-3

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#### Introduction

Use this section of the manual to identify and describe the external and internal anatomy of a dog. Knowing the terms used to describe a dog's anatomy enables canine officers to more efficiently report problems to veterinarians. **FIGURE 3-1-1** shows the external body parts; while **FIGURE 3-1-2** shows the internal parts.

## External Anatomy of a Beagle

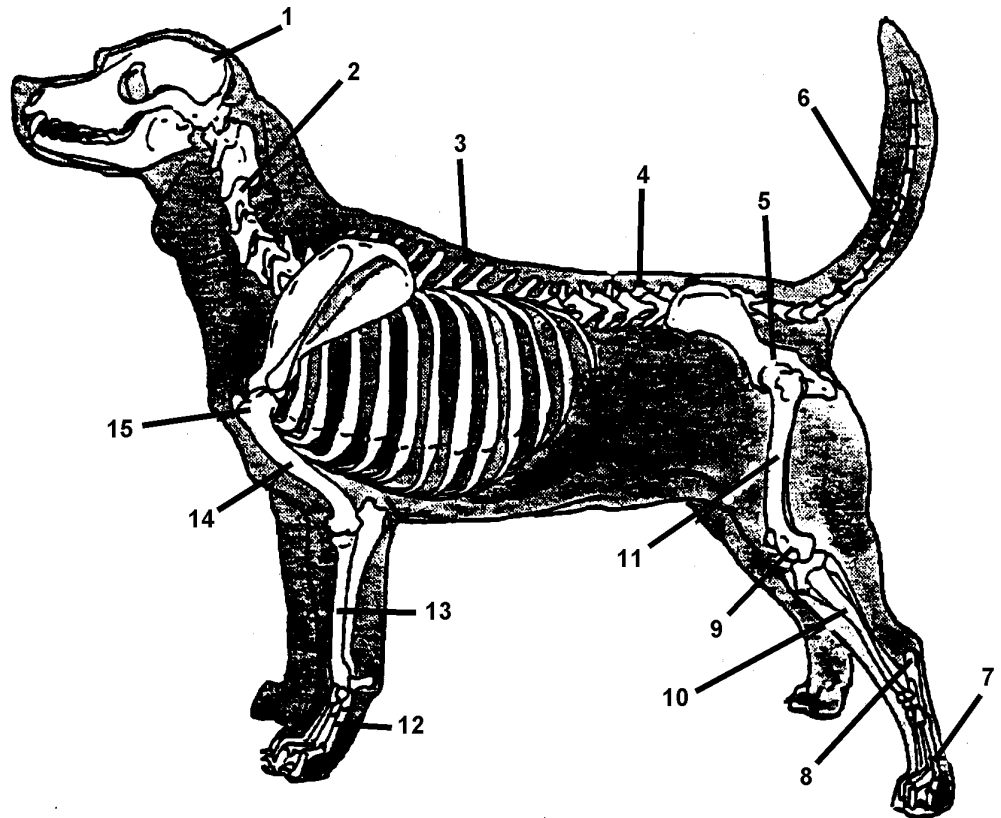


1. Forehead	9. Foot	17. Abdomen
2. Stop	10. Pastern	18. Rump
3. Muzzle	11. Dewclaw	19. Tail
4. Nose	12. Elbow	20. Back
5. Lower jaw	13. Stifle	21. Withers
6. Shoulders	14. Hock	22. Neck
7. Chest	15. Flank	23. Ear
8. Foreleg	16. Thigh	

**FIGURE 3-1-1: External Anatomy of a Beagle**



## Internal Anatomy of a Beagle



- |                       |                                    |                               |
|-----------------------|------------------------------------|-------------------------------|
| 1. Occiput            | 6. Tail vertebrae                  | 11. Upper thigh (femur)       |
| 2. Cervical vertebrae | 7. Back foot or metatarsus         | 12. Pastern or metacarpus     |
| 3. Withers            | 8. Tarsus or hock                  | 13. Forearm (radius and ulna) |
| 4. Vertebrae column   | 9. Stifle or knee                  | 14. Upper-arm (humerus)       |
| 5. Hip joint          | 10. Lower thigh (tibia and fibula) | 15. Shoulder joint            |

**FIGURE 3-1-2: Internal Anatomy of a Beagle**



# 3

Canine Manual

## HEALTH CARE

### *Diseases and Parasites*

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#### Introduction

Taking proper care of a detector dog is extremely important to its overall health and will greatly affect its performance. Canine officers are responsible for the well being of their detector dogs. Areas to be aware of are the following:

- ◆ Safety hazards
- ◆ Disturbing influences that may interfere with the dog's rest and relaxation
- ◆ Adequate kennel construction
- ◆ Climatic conditions
- ◆ Feeding and watering schedules

Veterinarians are the best source for information about the health and care of dogs, feeding and watering schedules, and first aid procedures. Establish a good working relationship with the veterinarian responsible for the care of the detector dogs.

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## Infectious Diseases

Infectious diseases are caused by microorganisms that can be transmitted without actual contact. Diseases that are transmitted from one animal to another are called contagious. Diseases that are transmitted from an animal to a human are called zoonotic.

### Disease Prevention and Vaccination

Because of the importance and the nature of their demanding work, detector dogs must stay healthy. Veterinarians are experts in treating, preventing, and controlling diseases that could infect detector dogs. Canine officers help prevent diseases by becoming familiar with their dog's normal body functions, such as appetite and stool, and by knowing when to report potential medical problems. Therefore, canine officers must be familiar with the symptoms of diseases and parasites in order to detect potential problems.

The important diseases that can infect detector dogs are listed and then described below. These diseases are prevented by annual vaccinations.

- ◆ Distemper
- ◆ Hepatitis
- ◆ Leptospirosis
- ◆ Lyme disease bacteria (in areas where prevalent)
- ◆ Rabies (1 or 3 year vaccine)
- ◆ Parvo virus
- ◆ Rocky Mountain Spotted Fever
- ◆ Corona virus (Canine Conaviral Enteritis)
- ◆ Canine Infectious Tracheobronchitis (CITB)

### Distemper

Distemper is a widespread, highly contagious, and often fatal disease that occurs primarily in young dogs. The airborne virus is easily transmitted from dog to dog, but does not affect humans.

## Hepatitis

Hepatitis is a widespread, viral disease mostly found in young dogs, but can also infect older dogs that have not been immunized. It does not infect humans. Infectious hepatitis is spread through urine—primarily when feeding and drinking utensils are contaminated with urine. The mortality rate is not as high as is from distemper, but recovery takes a long time.

## Leptospirosis

Leptospirosis is commonly known as leptos. It is caused by a spirochete (bacteria of the order Spirochaetales) and is fairly common. Other animals can be infected by this disease, and it can be transmitted to humans. It is spread through the urine, usually of dogs and rats. Rodent control is important in preventing the spread of leptos since rats are a common carrier.

It is essential that dogs do not consume contaminated food or water. Where leptos is known to exist or suspected to exist, dogs should not be allowed to enter or drink surface water that may be contaminated by urine or dead animals. The possibility of human infection reinforces the need for personal cleanliness. Canine officers must protect themselves from urine or contamination when caring for sick dogs.

## Lyme Disease Bacteria

Lyme disease is an infection caused by a bacteria. The disease is spread by the bite of ticks that are infected with the bacteria. Typically, the larvae and nymphs become infected with Lyme disease bacteria when they feed on infected small animals then, infected nymphs and adult ticks bit and transmit Lyme disease bacteria to other animals and humans.

Lyme disease is difficult to diagnose because its symptoms are similar to other diseases, such as fever, loss of appetite, swelling of the legs, joint and muscle pains, and staggering gait. Even though Lyme disease is treatable, some dogs that have become infected with the disease have developed arthritis.

Ticks search for host animals from the tips of grasses and shrubs and transfer to an animal (or person) that brushes up against the vegetation. They frequent wooded, brushy, and grassy places. The risk of exposure to ticks is greatest in the woods and landscaped areas of properties. Therefore, it is particularly important to take preventive action in those areas where Lyme disease occurs. Lyme disease occurs along the east coast from Maine to Florida; in the north central States, especially Wisconsin and Minnesota; in the south from Alabama to Texas; and along the west coast.

When selecting a kennel, ensure that outdoor runs and fenced-in areas are well maintained with leaves removed, and brush and tall grass trimmed away from the buildings and edges of the runs. Ensure that the kennel has a treatment plan to prevent tick infestations.

Canine officers should take extra care when checking their dog's skin for the presence of ticks and fleas during the spring through early fall, especially if they are located in areas where Lyme disease is known to occur. The male tick is a small, flat insect about the size of a match head. The female tick, which is the blood feeder, may swell up to the size of a pea. Both are attached to the dog only by their mouth parts. See additional information about how to remove ticks under *Ticks* in this section.

### Rabies

Rabies is an acute, infectious, often fatal viral disease of most warm-blooded animals. It attacks the central nervous system. It is transmitted by the bite of an affected animal, or by contact with the saliva of an affected animal with broken skin. The animals most frequently affected are skunks, raccoons, bats, foxes, dogs, cattle, and cats.

Symptoms may include a sudden change in temperament or attitude, excitement, difficulty in swallowing water or food, blank expression, slack jaw, excessive drooling, paralysis, coma, and death. Wild animals with rabies often lose their natural fear and attack rather than retreat.

Canine officers must prevent contact between detector dogs and wild or stray animals. Report to the veterinarian any contact resulting in a bite or scratch. Use extreme caution while capturing an animal to prevent bites to humans. Medical treatment should be given as soon as possible if a canine officer is bitten by an animal.

### Parvo Virus

Parvo virus is a highly contagious disease that causes diarrhea and vomiting and often can be fatal. The highest mortality rate is in dogs less than 12 weeks old. In adult dogs, the symptoms are usually less severe, resulting in fewer deaths.

Other symptoms of the disease include passing or vomiting blood followed by rapid dehydration. Sometimes dogs infected with Parvo virus have jaundice.

### Rocky Mountain Spotted Fever

Rocky Mountain spotted fever is a disease transmitted by several species of ticks. The disease occurs in the east from New York to Florida, and in the south from Alabama to Texas and is more frequently seen from April through September.

Infected adult ticks transmit the disease to dogs during biting and feeding. The symptoms in dogs include listlessness, conjunctivitis, depression, high fever, loss of appetite, cough, difficult breathing, swelling of the legs, joint and muscle pains, vomiting and diarrhea, staggering gait, altered mental state, and seizures. These symptoms are similar to distemper, which may be the first diagnosis.

Canine officers should take extra care when checking their dog's skin for the presence of ticks and fleas during the spring through early fall, especially if they are located in areas where Rocky Mountain spotted fever is known to occur. See additional information about how to remove ticks under *Ticks* in this section.

### Corona Virus

Corona virus is a highly contagious disease that causes diarrhea and vomiting. It is the second leading cause of viral diarrhea next to Parvo virus. Corona virus weakens the dog by causing severe diarrhea, vomiting, excessive thirst, weight loss, listlessness, and loss of appetite. It affects dogs of all ages, but it severely affects puppies. It is also possible for dogs to be affected by both Parvo virus and Corona virus at the same time.

### Canine Infectious Tracheo-bronchitis (CITB)

CITB is commonly known as kennel cough and is usually self-limiting and is rarely fatal. It is usually a mix of viral and bacterial agents. The most common viruses involved are parainfluenza and canine adenovirus. Other factors, including mycoplasmas and canine distemper, can cause severe and potentially fatal complications, such as pneumonia.

CITB is an airborne infection with an incubation period of 5–10 days. It appears in two main forms. The milder form lasts 1–3 weeks and occurs most often in dogs that have been vaccinated against distemper and hepatitis. Symptoms include a dry, hacking cough that might be followed by retching and vomiting. In some cases, pneumonia might follow the mild disease. The severe form is more common in dogs with an uncertain vaccination history. It starts with a dry, mucoid, and sometimes painful cough that can progress to severe bronchopneumonia. In some cases, the severe form could be fatal.

CITB is a highly contagious disease striking even the cleanest, best operated kennel facilities. In order to prevent infection, local immunity must be created in the respiratory tract. An intranasal vaccination (like nose drops) must be administered by a veterinarian to provide safe, effective protection from the disease.

## Summary

Refer to **Table 3-2-1 on pages 3-2-6 and 3-2-7** for a summary of the important diseases that could affect detector dogs. The table summarizes the symptoms to look for when observing dogs and kennel facilities. Canine officers should notify the veterinarian when a detector dog shows one or more of the symptoms of diseases.

Other diseases for which vaccines do not exist can affect dogs, such as, upper respiratory infections, pneumonia, and gastroenteritis. Affected dogs may show symptoms including high temperature, loss of appetite, loss of energy, vomiting, diarrhea, and coughing. Any of these symptoms should be reported to a veterinarian.

**Table 3-2-1: Summary of Important Infectious Diseases**

Name of disease:	Symptoms:	Caused by:	Transmitted by:	Prevention method:
Distemper	<ul style="list-style-type: none"> <li>◆ Fever</li> <li>◆ Loss of appetite</li> <li>◆ Depression</li> <li>◆ Discharge from eyes and nose</li> </ul>	Virus	Airborne or by direct contact	Distemper vaccination annually
Hepatitis	<ul style="list-style-type: none"> <li>◆ Fever</li> <li>◆ Loss of appetite</li> <li>◆ Depression</li> <li>◆ Discharge from eyes and nose</li> </ul>	Virus	Urine	<ul style="list-style-type: none"> <li>◆ Hepatitis vaccination annually</li> <li>◆ Practice good sanitation in kennel</li> </ul>
Leptospirosis	<ul style="list-style-type: none"> <li>◆ Fever</li> <li>◆ Loss of appetite</li> <li>◆ Diarrhea</li> <li>◆ Vomiting</li> </ul>	Bacteria (Spirochete)	Urine	<ul style="list-style-type: none"> <li>◆ Leptospirosis vaccination annually</li> <li>◆ Practice good sanitation in kennel</li> </ul>
Lyme disease	<ul style="list-style-type: none"> <li>◆ Fever</li> <li>◆ Loss of appetite</li> <li>◆ Swelling of legs</li> <li>◆ Joint and muscle pain</li> <li>◆ Staggering gait</li> </ul>	Bacteria (Borrelia burgdorferi)	Bite and feeding of infected tick	<ul style="list-style-type: none"> <li>◆ Practice good sanitation in kennel</li> <li>◆ Well-kept grounds of kennel and runs</li> <li>◆ Veterinarian prescribed vaccination in prevalent areas</li> <li>◆ Daily health checks of dog's skin, especially in the spring through fall</li> </ul>
Parvo virus	<ul style="list-style-type: none"> <li>◆ Diarrhea</li> <li>◆ Vomiting</li> <li>◆ Passing of blood</li> <li>◆ Dehydration</li> </ul> <p>(continued on next page)</p>	Virus	Airborne or by direct contact	<ul style="list-style-type: none"> <li>◆ Minimal annual vaccination</li> <li>◆ Parvo virus vaccination annually</li> </ul>



**Table 3-2-1: Summary of Important Infectious Diseases (continued)**

Name of disease:	Symptoms:	Caused by:	Transmitted by:	Prevention method:
Rocky Mountain spotted fever	<ul style="list-style-type: none"> <li>◆ Listlessness</li> <li>◆ Conjunctivitis</li> <li>◆ Depression</li> <li>◆ High fever</li> <li>◆ Loss of appetite</li> <li>◆ Cough</li> <li>◆ Difficult breathing</li> <li>◆ Swelling of the legs</li> <li>◆ Joint and muscle pain</li> <li>◆ Vomiting and diarrhea</li> <li>◆ Staggering gait</li> <li>◆ Altered mental state</li> <li>◆ Seizures</li> </ul>	Rickettsial disease	Bite and feeding of infected tick	<ul style="list-style-type: none"> <li>◆ Practice good sanitation in kennel</li> <li>◆ Well-kept grounds of kennel and runs</li> <li>◆ Daily health check of dog's skin, especially in the spring through fall</li> </ul>
Corona virus	<ul style="list-style-type: none"> <li>◆ Diarrhea</li> <li>◆ Vomiting</li> <li>◆ Excessive thirst</li> <li>◆ Loss of appetite</li> <li>◆ Listlessness</li> <li>◆ Weight loss</li> </ul>	Virus	Airborne or by direct contact	<ul style="list-style-type: none"> <li>◆ Minimal annual vaccination</li> <li>◆ Corona virus vaccination annually</li> </ul>
Rabies	<ul style="list-style-type: none"> <li>◆ Change in temperament</li> <li>◆ Difficulty swallowing</li> <li>◆ Blank expression</li> <li>◆ Slack jaw</li> <li>◆ Excessive drooling</li> <li>◆ Seeks solitude</li> <li>◆ Depression</li> <li>◆ Paralysis</li> <li>◆ Coma and death in 7-10 days</li> </ul>	Virus	Saliva from infected animal	Rabies vaccination (1 or 3 year vaccine)
CITB (kennel cough)	<ul style="list-style-type: none"> <li>◆ Fever</li> <li>◆ Runny nose</li> <li>◆ Red or watery eyes</li> <li>◆ Dry, hacking cough</li> <li>◆ Retching and vomiting</li> </ul>	Virus	Airborne or by direct contact	<ul style="list-style-type: none"> <li>◆ Minimal annual vaccination</li> <li>◆ Intranasal vaccination annually</li> </ul>

---

## Noninfectious Diseases and Severe Illnesses

Many illnesses affecting dogs are not caused by viruses, bacteria, or other infectious diseases. Noninfectious diseases and severe illnesses include: overheating, arthritis, bloating, chronic kidney disease, tick paralysis (see [Ticks](#) under [External Parasites](#)), epilepsy, and allergies.

Since symptoms of a noninfectious disease or severe illness may resemble those of an infectious disease, canine officers should note any abnormality, such as a gradual loss of weight, excessive urination, and obscure lameness. They should report their observation to a veterinarian.

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## Parasites

Parasites are organisms that infest a host animal for the purpose of feeding from the host's body. Most parasites are harmful to a dog's health, and some parasites can spread diseases to other dogs or humans. Dogs may serve as hosts to a large number of parasites; therefore, controlling parasitic infestations is very important.

### External Parasites

External parasites live in or on the skin of the dog. They cause damage by sucking blood or actually eating the tissue. The dog responds by biting and scratching the irritated areas, which may lead to severe skin infections and reduce the dogs working capabilities. The most common external parasites are listed and then described below.

- ◆ Fleas
- ◆ Lice
- ◆ Mites
- ◆ Ticks

### Fleas

Fleas are small, wingless, bloodsucking parasites of warm-blooded animals. They have legs adapted for jumping. Fleas torment a dog, irritate their skin, and spread disease. They crawl or jump very rapidly through the dog's coat.

Like ticks, fleas are difficult to control since they do not spend all of their time on the dog's body, but live in cracks in the kennels. Fleas may also transmit tapeworms from dog to dog. Controlling fleas requires repeated, individual treatment and continuous kennel sanitation.

## Lice

Lice (plural for louse) are numerous small, flat-bodied, wingless biting or sucking insects, many of which are external parasites of dogs and humans. Biting lice live off the dog's tissues, while the sucking lice live off the dog's blood. Both produce great irritation for a dog. Biting lice crawl over the skin and through the hair. Sucking lice are usually immobile, and stand perpendicular to the skin. The eggs of lice, called nits, are small, white or gray, crescent-shaped objects fastened to the hairs. Lice, unlike fleas and ticks, can only live a short time when they are not on the dog's body. Controlling lice requires treatment only of infested animals.

## Mites

Mites of several types irritate the dog's ear canal (ear mite) or produce mange (mange mite). Mites spend their entire life on the dog. Controlling mites depends primarily on treating the infested dog.

The ear mite lives in the ear canal and causes a severe irritation. The mites are small but are visible to the naked eye as tiny, white crawling specks. Affected dogs scratch at the ear and cock their heads to one side, or shake their heads. Examine the ear canals for a large amount of dark-colored waxy discharge.

Mange mites live in the dog's skin. The sarcoptic mange mite can be transmitted to humans. Mange mites are too small to be seen by the naked eye, but a skin scraping of the infested area will reveal them under a microscope. Canine officers should watch for unusual hair loss as a sign of mange mites.

## Ticks

Ticks are small, bloodsucking parasites. They are common in many parts of the world. Ticks feed on blood by inserting their mouth parts into the skin of a host animal. When they are present in large numbers, they can cause a serious loss of blood. Ticks spread diseases by feeding on blood or tissue fluid from a diseased animal and then moving to another animal. Ticks search for host animals from the tips of grasses and shrubs and transfer to an animal (or person) that brushes up against the vegetation. Ticks only crawl; they do not jump or fly.

A noninfectious disease transmitted by ticks is called tick paralysis. Ticks are capable of secreting a toxin that causes paralysis in dogs. Not all infected animals become paralyzed. The adult ticks of some species produce a salivary toxin that enters the blood stream of a host animal and interferes with its nervous system. The onset of symptoms is gradual, with paralysis affecting the pelvic area first, resulting in a staggering gait. Other early symptoms include an altered or impaired voice and cough. Within 24-72 hours, a dog lies down, its reflexes diminish, its jaw muscle weakens, and facial paralysis is noticeable. Death may occur within several days from respiratory paralysis. Recovery is usually good and occurs within 1-3 days after removing the tick and/or treating the dog.

Two other important diseases transmitted by ticks are Lyme disease bacteria and Rocky Mountain spotted fever. See additional information about these two diseases in this section.

Canine officers should take extra care when checking their dog's skin for the presence of ticks during the spring through early fall, especially if they are located in areas where Lyme disease bacteria and Rocky Mountain spotted fever are known to occur. Ticks are usually found on the ears, neck, head, and between the toes of a dog. The male tick is a small, flat insect about the size of a match head. The female tick, which is the blood feeder, may swell up to the size of a pea. Both are attached to the dog only by their mouth parts.

Canine officers must be very careful when removing ticks, since they may carry diseases transmittable to humans. Also, if all of the tick is not removed, the skin may become inflamed. For ticks attached deep within the ear canal, have them removed by a veterinarian to avoid injury to the dog's ear. To remove a tick, place your index finger and thumb nails (or tweezers) around the body of the tick as close to the dog's skin as possible. Slowly withdraw the tick's head from the skin. Flush the tick down the nearest drain, or immerse it in alcohol.



Do not crush or squeeze a tick with your bare fingers.



After handling ticks, wash your hands with soap and water because they can carry diseases that are transmittable to humans.

Ticks may be found in cracks in the floors and sides of the kennel and in the grass and bushes in the training areas. They may live away from the dog's body as long as a year without having to return for a blood meal. To control ticks, the kennels, training areas, and working areas should be treated with insecticides. Treatment must be approved by the veterinarian, since many insecticides are harmful to dogs.

## Internal Parasites

Internal parasites (living in the host's body) irritate the tissues, rob the body of blood or essential elements of its diet, or interfere with specific body functions. An understanding of the life cycle of internal parasites is important to controlling and preventing infestation. The life cycles of several of the most commonly found internal parasites are listed and then discussed below.

- ◆ Heartworms
- ◆ Hookworms
- ◆ Roundworms
- ◆ Tapeworms
- ◆ Whipworms

Canine officers should consult with a veterinarian to determine the best way to prevent internal parasites.

### Heartworms

Heartworms are found in the heart and lungs of a dog rather than the intestine. Heartworms are threadlike in appearance, are 6-8" long, and interfere with a dog's heart action and circulation.

**Figure 3-2-1 on page 3-2-12** shows the life cycle of a heartworm. The adult worms in the heart produce larvae called microfilaria. They circulate in the dog's bloodstream where they may be picked up by mosquitoes, the insect responsible for spreading the parasite. The larvae continue their development in the mosquito and then are injected into a dog's tissues when the mosquito feeds. The microfilaria travel to a dog's heart and develop into adults.

Symptoms of heartworms include: coughing, loss of weight, difficult breathing, and quick loss of energy. This parasite is diagnosed by a veterinarian during a blood test which reveals microfilaria in the bloodstream, if present. Monthly or daily medication is given to kill the microfilaria. Adult heartworms are killed by extensive treatment by a veterinarian. The treatment consists of several injections that kill the adult heartworm and of several months of rest for the dog while the dead heartworm is reabsorbed into the dog's system.

Control of heartworms includes: treating the infested dog to prevent them from serving as sources of the infestation and controlling mosquitoes in the area. Annual blood work detects early stages of heartworm.

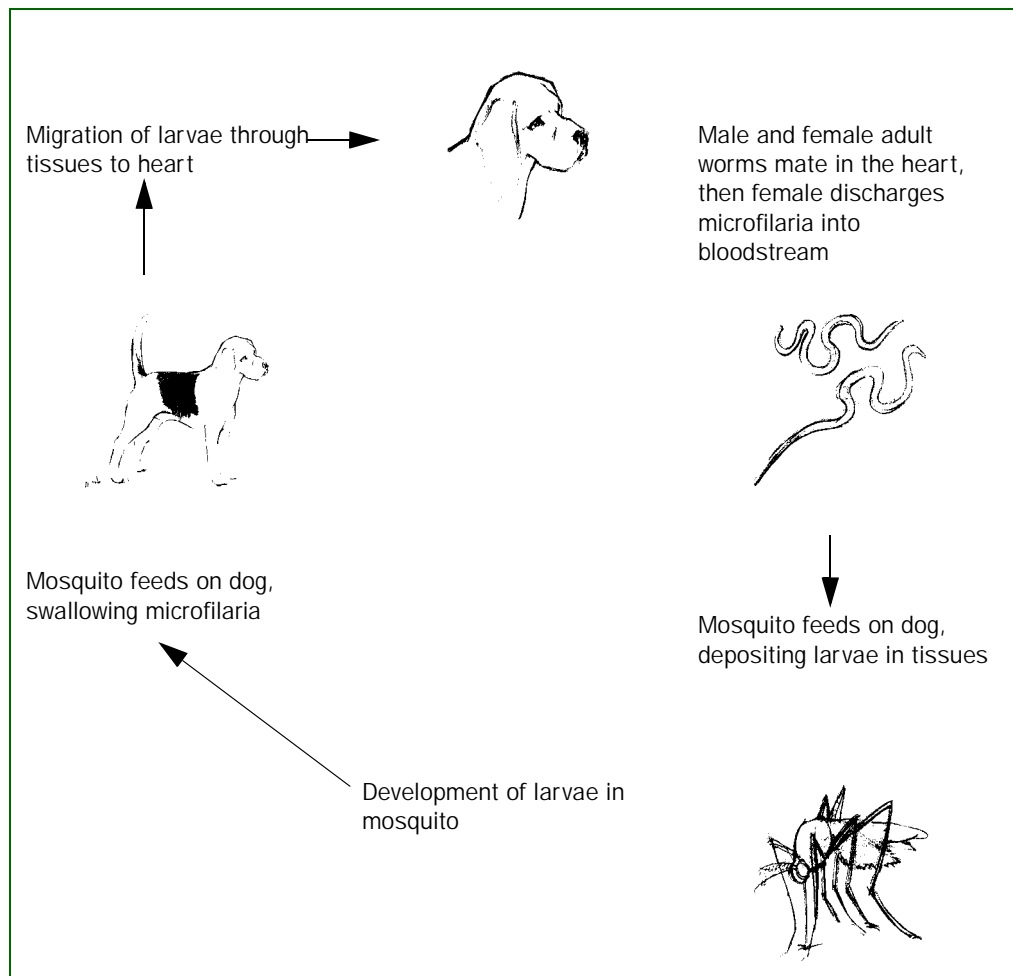


FIGURE 3-2-1: Life Cycle of a Heartworm

## Hookworms

Hookworms live in a dog's intestines and are one of the most harmful parasites. They are small and thread-like (1/2–3/4" long). They suck blood and cause blood loss by tearing the intestinal wall.

**FIGURE 3-2-2** shows the life cycle of a hookworm. The adult worm lives in a dog's intestine where the female produces eggs that pass through a dog's stool. Larvae develop from these eggs and can infest the same dog or another one. The larvae penetrate the skin or are swallowed as a dog licks the ground or itself. The larvae pass directly into the lungs, are coughed up and swallowed, and then reach the intestine. Once in the intestine, they develop into adult hookworms, and the cycle begins again.

Dogs with hookworms may have a variety of symptoms, depending on the severity of the infestation. A veterinarian must diagnose the disease by microscopic examination of the dog's stool. Symptoms may include: pale membranes in the mouth and eyes, loose stools containing blood, or loss of weight.

Control of hookworms includes: treating the infested dog and keeping the area free of fecal matter.

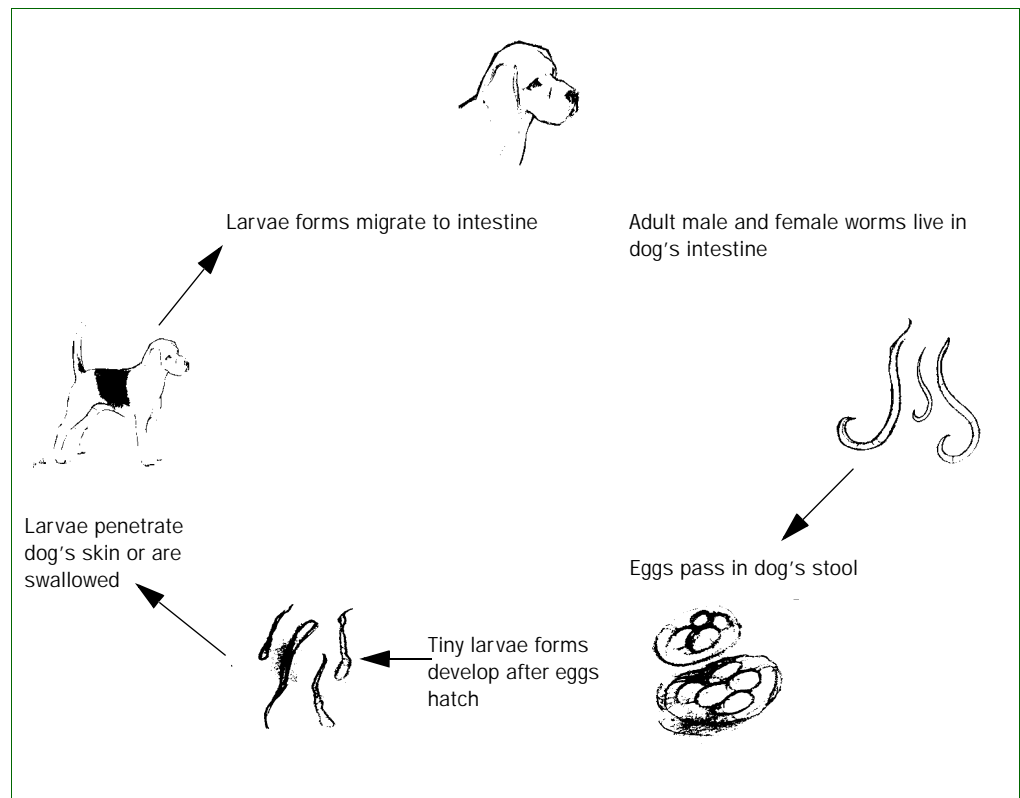


FIGURE 3-2-2: Life Cycle of a Hookworm

## Roundworms

Roundworms live in a dog's intestine and range from 2-8" long. The life cycle of the roundworm is similar to that of the hookworm (refer to **FIGURE 3-2-2**), except the eggs of the roundworm do not develop into larvae until they have been swallowed by a dog. Adult roundworms rob an infested dog of essential nutrients in the diet, and larvae of roundworms irritate as they travel through the lungs.

Symptoms may include: vomiting, diarrhea, loss of weight, and coughing. A canine officer can diagnose roundworms by finding eggs or adult roundworms in a dog's stool or vomit.

Control of roundworms includes: treating the infested dog and practicing good sanitation in the kennel area.

## Tapeworms

Tapeworms are long, flat, and ribbon-like. They have many segments and a head. The tapeworm attaches its head to the wall of the intestine. Several kinds of tapeworms may infest a dog.

**FIGURE 3-2-3** shows the life cycle of a tapeworm. It is rather complex. After eggs of a tapeworm have passed through a dog's stool, they are eaten by the larvae of a flea. The larvae of a tapeworm develops when the adult flea (or lice) is eaten by a dog. The larvae enters the dog's intestine and develops into an adult tapeworm.

The symptoms of tapeworms are usually not too noticeable but may include: diarrhea, loss of appetite, and loss of weight. Often the eggs of the tapeworm cannot be detected by a veterinarian during stool examinations. However, tapeworm segments passed by an infested dog may be seen in the stool or among the hairs in the anal region. These segments are called "crawling" proglottids and are small, white objects about 1/4" long (like small grains of white rice). The word crawling is used only when they are fresh and moving.

Control of tapeworms requires: treating the infested dog, practicing good sanitation in the kennel area, controlling fleas, and disallowing a dog to eat animal meats that are likely sources of infestation. Such animal meats include rabbits, rodents, sheep, and ungulates (hoofed animals), such as deer, swine, horse, cattle, and elephants.



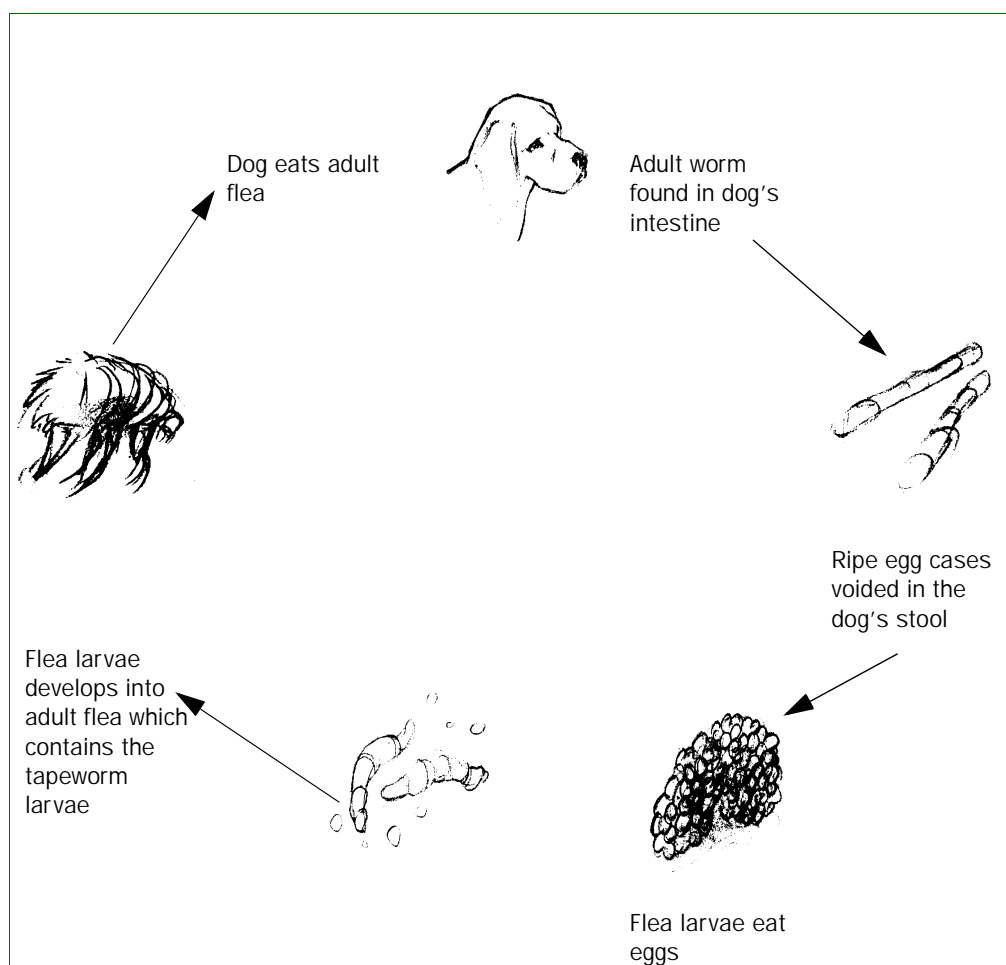


FIGURE 3-2-3: Life Cycle of a Tapeworm

## Whipworms

Whipworms are smaller than roundworms (2-8" long) but larger than hookworms (1/2-3/4" long). The life cycle of the whipworm is very similar to that of the roundworm, except the larvae of the whipworm do not travel to the lungs before becoming adults in the intestine.

Symptoms may include: diarrhea, loss of weight, and pale membranes of the mouth and eyes. A veterinarian must diagnose the disease by microscopic examination of a dog's stool. Control of whipworms includes: treating the infested dog and practicing good sanitation in the kennel area, the same measures as for roundworms.

## Summary

Refer to **Table 3-2-2 on page 3-2-16** and **Table 3-2-3 on page 3-2-17** for a summary of the external and internal parasites that could infest detector dogs. The tables summarize the symptoms to look for when observing dogs and kennel facilities. Canine officers should notify the veterinarian when a detector dog shows one or more of the symptoms of parasites.

**Table 3-2-2: Summary of External Parasites**

Parasite:	Type of irritation:	Symptoms:	Parasite/ disease carried:	Control:	Affects human:
Flea	<ul style="list-style-type: none"> <li>◆ Bite</li> <li>◆ Irritate skin</li> </ul>	<ul style="list-style-type: none"> <li>◆ Excessive scratching</li> <li>◆ Chewing</li> </ul>	<ul style="list-style-type: none"> <li>◆ Tapeworms</li> <li>◆ Bubonic Plague</li> </ul>	<ul style="list-style-type: none"> <li>◆ Good sanitation</li> <li>◆ Pills</li> <li>◆ Long term topicals</li> <li>◆ Dips</li> <li>◆ Powders</li> <li>◆ Sprays</li> </ul>	Yes
Lice	<ul style="list-style-type: none"> <li>◆ Bite</li> <li>◆ Suck blood</li> </ul>	<ul style="list-style-type: none"> <li>◆ Poor health</li> <li>◆ Poor hair coat</li> <li>◆ Small, white/gray crescent-shaped objects attached to hair</li> </ul>	<ul style="list-style-type: none"> <li>◆ Skin infections</li> <li>◆ Tapeworms</li> </ul>	<ul style="list-style-type: none"> <li>◆ Good sanitation</li> <li>◆ Dips</li> <li>◆ Powders</li> <li>◆ Sprays</li> </ul>	Yes
Mite	<ul style="list-style-type: none"> <li>◆ Ear mites</li> <li>◆ Skin mites</li> </ul>	<ul style="list-style-type: none"> <li>◆ Dark, waxy discharge in ear canal</li> <li>◆ Skin disease</li> <li>◆ Hair loss</li> </ul>	<ul style="list-style-type: none"> <li>◆ Ear infections</li> </ul>	<ul style="list-style-type: none"> <li>◆ Good sanitation</li> <li>◆ Dips</li> <li>◆ Powders</li> <li>◆ Sprays</li> </ul>	Yes
Mosquito	Suck blood	<ul style="list-style-type: none"> <li>◆ Irritation</li> <li>◆ Scratching</li> </ul>	<ul style="list-style-type: none"> <li>◆ Heartworms</li> <li>◆ Encephalitis</li> </ul>	Good sanitation	Yes
Tick	Suck blood	<ul style="list-style-type: none"> <li>◆ Small, flat insect the size of a match head attached to the skin by the mouth parts</li> <li>◆ Puffed-up insect the size of a pea attached to the skin by the mouth parts</li> </ul>	<ul style="list-style-type: none"> <li>◆ Lyme disease</li> <li>◆ Rocky Mountain spotted fever</li> <li>◆ Canine Ehrlichiosis</li> <li>◆ Tick paralysis</li> </ul>	<ul style="list-style-type: none"> <li>◆ Well kept grounds at kennel</li> <li>◆ Good sanitation</li> <li>◆ Daily skin checks</li> <li>◆ Dips</li> <li>◆ Powders</li> <li>◆ Sprays</li> <li>◆ Long term topicals</li> </ul>	Yes

**Table 3-2-3: Summary of Internal Parasites**

Parasite:	Method of infection:	Lives in:	Symptoms:	Method of diagnosis:	Affects human:
Heartworm	Microfilaria passed by mosquito during bloodsucking	<ul style="list-style-type: none"> <li>◆ Heart</li> <li>◆ Blood vessels</li> </ul>	<ul style="list-style-type: none"> <li>◆ Pneumonia</li> <li>◆ Coughing</li> <li>◆ Loss of weight</li> <li>◆ Difficulty breathing</li> <li>◆ Loss of strength and energy</li> </ul>	Knott's or Difil test	No
Hookworm	<ul style="list-style-type: none"> <li>◆ Ingests eggs</li> <li>◆ Larvae penetrates skin</li> </ul>	Intestine	<ul style="list-style-type: none"> <li>◆ Loss of weight</li> <li>◆ Blood in stool</li> <li>◆ Pale membranes</li> </ul>	Fecal exam	Yes
Roundworm	<ul style="list-style-type: none"> <li>◆ Ingests eggs</li> <li>◆ Prenatal from mother</li> </ul>	<ul style="list-style-type: none"> <li>◆ Intestine</li> <li>◆ Stomach</li> </ul>	<ul style="list-style-type: none"> <li>◆ Poor hair coat</li> <li>◆ Loss of weight</li> <li>◆ Coughing up worms</li> </ul>	Fecal exam	Yes
Tapeworm	Ingests infested, intermediate host (flea, lice)	Intestine	<ul style="list-style-type: none"> <li>◆ Loss of weight</li> <li>◆ Poor hair coat</li> <li>◆ Small, white worm segments in stool</li> </ul>	Visual-segments seen in stool or on hairs around anus	Yes
Whipworm	Ingests eggs or larvae	Intestine	<ul style="list-style-type: none"> <li>◆ Loss of weight</li> <li>◆ Poor hair coat</li> </ul>	Fecal exam	Yes



# 3

Canine Manual

## HEALTH CARE

### *First Aid and Emergency Care*

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#### Introduction

In most cases, when canine officers recognize the early signs of injury or sudden illness, it allows ample time to get immediate help from a veterinarian. However, incidents arise when medical help is not available immediately, and the seriousness of the incident requires canine officers to apply first aid in order to protect the life or health of a detector dog.

If you cannot find what you are looking for in this section, use **Table 3-3-1** to locate information about first aid related topics elsewhere in the manual.

**Table 3-3-1: Location of First Aid Related Topics in the Manual**

If you are looking for information about:	Then go to this Chapter and Section:
Operational procedures for an injury or sudden illness	PROCEDURES, <i>Incidents</i> (red tab), page 2-2-4
Places to contact in case of an incident	PROCEDURES, <i>Incidents</i> (red tab), page 2-2-5
How to administer medication	HEALTH CARE, <i>General Care</i> , page 3-4-13
How to express anal glands	HEALTH CARE, <i>General Care</i> , page 3-4-10
Reverse sneezing	HEALTH CARE, <i>General Care</i> , page 3-4-13
How to make an emergency Elizabethan collar	APPENDIX D, <i>Equipment</i> , page D-1-2
The contents of a first aid kit	APPENDIX D, <i>Equipment</i> , page D-1-7

The injuries and illnesses listed in this section are those most commonly encountered. The first aid provided are the most common applied to save life, to prevent further injury, and to reduce pain. There are many valuable books and Internet sites that provide a breadth of information about administering first aid. Consult your veterinarian if you wish to increase your knowledge.

In all emergency situations:

- ◆ Notify a veterinarian as soon as possible.
- ◆ Get help from anyone available.

---

## Physical Restraint

1. Calm the dog and immobilize it. Calmly talk to the dog.
2. If the dog does not respond to your voice because of pain and distress, physically restrain the dog with a short tether or muzzle.



Do not use a muzzle if the dog is the following:

- |                               |   |
|-------------------------------|---|
| ◆ Overheated                  | ◆ Appearing to have a head or neck injury |
| ◆ Vomiting                    | ◆ Unconscious                             |
| ◆ Having difficulty breathing | ◆ In shock                                |

3. To quickly and effectively muzzle your dog while he is on a leash, do the following:
  - A. Slide one hand down the leash and grab the collar where the leash attaches to the collar. Firmly hold the collar and leash clip firmly.
  - B. With your other hand, grab the leash just above where you are holding the collar and leash clip. Quickly wrap the leash around the dog's muzzle at least three times.
  - C. After going around the dog's muzzle, where the leash ends, put the leash in your hand holding the collar. In one hand you should be holding the end of the leash from the wrapped muzzle, the leash clip, and the collar. This will keep the dog from getting out of the muzzle and will secure his head.
  - D. When ready to release the dog from the muzzle, hold the end loop of the leash in your hand. Let go of the muzzle leash and collar while standing up and stepping back. This will help avoid a dog bite.

## Bleeding

There can be external and internal bleeding, which is also called hemorrhaging. Notify a veterinarian of any bleeding even if you feel it is minor, especially those resulting from a fight with a wild animal or another dog. Use **Table 3-3-2** for signs of and first aid for bleeding.

**Table 3-3-2: Signs of and First Aid for Bleeding**

If bleeding is:	Then use the following first aid:
External—Blood is flowing from an open wound; treat as external bleeding	<ol style="list-style-type: none"><li>1. Quickly control bleeding, particularly wounds in the dog's foot or leg, which bleed freely by applying pressure directly to the wound. Use a sterile bandage, a clean handkerchief, or pinch the wound edges with your fingers.</li><li>2. Apply a pressure bandage as soon as possible.</li><li>3. If the bleeding cannot be controlled, use a tourniquet* until a pressure bandage can be applied. Tourniquets can be a leash, belt, necktie, bootlace, or gauze. Apply the tourniquet 3-4" above the wound with just enough pressure to control the bleeding. When the pressure bandage is in place, remove the tourniquet.</li><li>4. Wrap the dog in a blanket or coat to keep it warm.</li><li>5. Immediately take the dog to a veterinarian.</li></ol>
Internal—Bleeding from a body opening and/or there are signs of shock; treat as internal bleeding	<ol style="list-style-type: none"><li>1. Wrap the dog in a blanket or coat to keep it warm.</li><li>2. Immediately take the dog to a veterinarian.</li></ol>



\*A tourniquet may stop the blood supply to the body part below it and can cause serious damage.

## Bloating

Bloating is when the dog's stomach fills with gas. A gas-filled stomach can twist on itself causing blood flow to stop, shock, and possible death. Bloating may occur if a dog is fed immediately before or after hard exercise, or when a dog is returned to the kennel after work or exercise and allowed to drink too much water. See **Table 3-3-3** for ways to prevent bloating. See **Table 3-3-4** for signs of and first aid for bloating.

**Table 3-3-3: How to Prevent Bloating**

To prevent bloating:	Then:
Before and after work	Do not feed within 2 hours.  This does not affect the food used to reward a dog for task performance.
During exercise, training, or work	Give water in small amounts to prevent thirst.
After training	Give a minimal amount of water in a bucket. After 1 hour, fill the bucket up and allow the dog to drink as needed.
Before and after meals	Do not exercise the dog within 1 hour before and 2 hours after meals. Limit the amount of water for dogs who drink too much after eating. Soak food in warm water for 15-30 min. before feeding. This practice allows the food to expand outside of the dog's stomach.

**Table 3-3-4: Signs of and First Aid for Bloating**

Signs of bloating:	First aid for bloating:
<ul style="list-style-type: none"><li>◆ Swollen stomach just behind the ribs, primarily on the left side</li><li>◆ Tries to vomit or has a bowel movement</li><li>◆ Dog looks at stomach</li><li>◆ Retching and foaming at the mouth</li><li>◆ Restlessness, anxious, whine and pace the floor</li><li>◆ Unable to get comfortable in any position</li></ul>	Immediately take the dog to a veterinarian.



## Cold Injury

Identify the type of cold injury the dog has. See **Table 3-3-5** for signs of and first aid for a cold injury. Take the dog's temperature, pulse rate, respiration rate, and weight.

**Table 3-3-5: Signs of and First Aid for Cold Injuries**

Signs of cold injuries:	First aid for cold injuries:
<p>Hypothermia:</p> <ul style="list-style-type: none"> <li>◆ Below normal body temperature (less than 95 °F taken rectally)</li> <li>◆ Shivering</li> <li>◆ Decreased pulse rate</li> <li>◆ Weakness</li> <li>◆ Unconsciousness</li> <li>◆ Shock</li> </ul>	<ol style="list-style-type: none"> <li>1. Warm the dog by: <ol style="list-style-type: none"> <li>a. Wrapping it in blankets or towels.</li> <li>b. Placing it on a recirculating water blanket. Wrap the water blanket in a towel or blanket to prevent burns. Maintain a water temperature of 105–108 °F.</li> <li>c. Applying hot-water bottles wrapped in a towel or blanket to prevent burns.</li> <li>d. Turning on portable heaters to warm the area.</li> </ol> </li> <li>2. Take the temperature rectally.</li> <li>3. Discontinue the treatment when the dog's temperature reaches 99 °F.</li> <li>4. Take the dog to a veterinarian.</li> </ol>
<p>Frostbite:</p> <ul style="list-style-type: none"> <li>◆ History of exposure to extreme cold</li> <li>◆ Affected tissues may be reddened, pale, or scaly ear tips, scrotum, tail, and limbs</li> </ul>	<ol style="list-style-type: none"> <li>1. Warm the affected area by: <ol style="list-style-type: none"> <li>a. Placing the injured part(s) of the dog* in warm water for 15–20 min. Maintain the water temperature between 105–108 °F.</li> <li>b. Apply warm, wet towels to the affected area for 15-20 min. Change towels every 5 min.</li> </ol> </li> <li>2. Gently dry the injured dog.</li> <li>3. Apply a petroleum-based jelly to the affected body part(s).</li> <li>4. In order to prevent self-trauma to the affected area, place an Elizabethan collar on the dog, if necessary.</li> <li>5. Take the dog to a veterinarian.</li> <li>6. Observe the dog closely for 48 hours in a warm area.</li> </ol>



\*If the dog is submerged in warm water, completely dry it when it comes out of the water.

## Foreign Objects in the Mouth

A dog may get a stick or other foreign object caught in its mouth or throat. See **Table 3-3-6** for signs of and first aid for removing the foreign object.

Table 3-3-6: Signs of and First Aid for Foreign Objects in the Mouth

Signs of foreign objects caught in a dog's mouth or throat:	And:	First aid for foreign objects in the mouth:
<ul style="list-style-type: none"><li>◆ Coughing and gagging</li><li>◆ Drooling</li><li>◆ Pawing at mouth</li><li>◆ Difficulty swallowing</li></ul>	You can see the foreign object	<ol style="list-style-type: none"><li>1. Try to remove the object by massaging the throat upward, as opposed to retrieving it from inside the mouth.</li><li>2. Get help from anyone available, if needed.</li><li>3. Notify the veterinarian.</li></ol>
	You cannot see the object	Take the dog to a veterinarian.

## Fractures

Fractures are one or more breaks in a bone. A fracture can be simple or compound. If the fracture is contained within the skin, consider it a simple fracture. If it protrudes the skin, consider it a compound fracture.

### First Aid for Fractures

1. Immediately restrain the dog to prevent further injury to the fractured area and to prevent possible injury to yourself.



Broken bones or fractures are potentially the most serious injuries since the dog will probably continue trying to move around. The dog must be physically restrained because its movement could increase the seriousness of the injury.

2. Keep the dog quiet and warm to prevent shock.
3. Take the dog to a veterinarian.
4. Before moving a dog with a fracture, apply a splint. Apply a splint to the fractured area to immobilize it and to prevent further injury. See the following directions.



Do not try to splint fractures that are close to the dog's body.

Do not try to reset a broken bone.

### How to Splint a Fracture

1. Using gauze, a leash, or similar material; strap the fractured area to a firm object like a stick.



If the fracture is compound (bone protrudes the skin), then cover the area with a sterile gauze bandage before applying a splint.

2. Fasten the splint above and below the fracture.
3. Apply the splint firmly but not so tight that the pressure stops the blood flow.
4. If you cannot splint the fracture, move the dog on a firm platform made from strips of board or sheets of plywood large enough for the dog to lie comfortably.

## Overheating

Overheating (hyperthermia) results when a dog is unable to eliminate body heat rapidly enough. It is caused by any of the following conditions:

- ◆ Hot climate
- ◆ Over-excitement
- ◆ Being physically unfit

To prevent overheating in hot weather, keep training and exercise to a minimum, and allow frequent breaks. To prevent overheating while traveling, provide adequate ventilation.

When a detector dog becomes overheated, the canine officer must take immediate action to save the dog's life. Refer to **Table 3-3-7** for signs of and first aid for overheating. The dog cannot return to work until released by a veterinarian.

**Table 3-3-7: Signs of and First Aid for Overheating (Hyperthermia)**

Signs of overheating:	First aid for overheating:
<ul style="list-style-type: none"><li>◆ Rise in body temperature of 105 °F or higher</li><li>◆ Heavy panting</li><li>◆ Unresponsiveness to commands</li><li>◆ Weakness or unsteady gait; sits or lies down and won't get up</li><li>◆ Vomiting</li><li>◆ Rapid pulse</li><li>◆ Convulsions and collapse</li><li>◆ Bright red gums*</li></ul>	<ol style="list-style-type: none"><li>1. Lower the body temperature:<ol style="list-style-type: none"><li>a. Place ice packs wrapped in towels between the dog's legs.</li><li>b. If ice is not available, submerge the dog in cool water, making sure the inside of the dog's legs are totally submerged.</li><li>c. If ice or water is not available, carry the dog to the nearest shade.</li></ol></li><li>2. Discontinue treatment when rectal temperature lowers to 103 °F.</li><li>3. Dry the dog with towels.</li><li>4. Monitor the dog closely until its temperature has stabilized for at least 1 hour within the normal range (101–103 °F). Never walk or exercise a dog until it has fully recovered.</li><li>5. Take the dog to the veterinarian.</li><li>6. Keep the dog in a cool place for at least 24 hours.</li></ol>



\*May turn pale if the dog goes into shock.

## Poisoning

Careful control of a detector dog should prevent it from eating anything except its food. Do not place poisonous products where the dog can find them. Poisons used for rodent and insect control around kennels should be applied only under the direction of a veterinarian.

Dogs may be poisoned by many different things in the environment. They include: chemical poisoning, such as insecticides, cleaning solutions, and antifreeze; plant poisoning, such as, seeds, bark, and leaves; and poisoning from toads and salamanders.

The signs of poisoning vary. They may include:

- ◆ Drooling
- ◆ Vomiting
- ◆ Fatigue
- ◆ Convulsions
- ◆ Severe diarrhea short time after ingesting poison



Unless you are certain that a dog has eaten poison, do not treat for poisoning.



Do not attempt any first aid without contacting either the National Animal Poison Control Center (NAPCC) or the veterinarian.

## First Aid for Poisoning

The following directions are provided along with other information by NAPCC at their web site at: <http://www.napcc.asPCA.org>.

1. Take 30–60 seconds to safely collect and have at hand the poison involved.
2. If you know what the dog has eaten, immediately call NAPCC at either of the following numbers:
  - ❖ 1-900-680-000
  - ❖ 1-800-548-2423

When you call NAPCC be ready to give:

- ❖ Your name, address, and telephone number
- ❖ Credit card number for fee charged
- ❖ Information concerning the exposure—the amount of poison, the time since exposure, etc.
- ❖ Species, breed, age, sex, weight of dog; other animals involved
- ❖ Poison to which the dog was exposed



It is important to know exactly to what poison the dog was exposed.

- ❖ Problems and warning signs the dog is experiencing
3. Keep the dog quiet and warm to prevent shock.
  4. Take the dog to the veterinarian. Be sure to take with you in a plastic, zip-lock bag any product container and any material the dog may have vomited or chewed.

## Seizures

Seizures happen when there is a sudden disturbance in brain function. When a dog has a seizure, it appears to lose control of its body. Seizures may be caused by low blood sugar, liver disease, lack of oxygen, infections, poisons, or brain tumors. If the seizures recur, the condition is known as epilepsy.

The warning signs depend on the severity of the seizure. If it is a mild seizure, signs may include:

- ◆ Staring blankly, acting blind
- ◆ Walking in circles
- ◆ Trying to catch non-existent flies
- ◆ Mildly twitching
- ◆ Stiffening of muscles
- ◆ Showing behavior changes

If the seizure is a more severe one, the signs may include:

- ◆ Collapsing
- ◆ Twitching
- ◆ Arching its back, moving its legs
- ◆ Freezing
- ◆ Urinating or defecating
- ◆ Salivating
- ◆ Rolling its eyes

### First Aid for Seizures

1. Do not panic. Most seizures are not life threatening.



Avoid putting your fingers near the dog's mouth. Dogs rarely choke on their tongues. Do not attempt to hold your dog's mouth open or closed. Do not put anything in its mouth.

2. If your dog is having a mild seizure, gain its attention. This action might prevent a severe seizure from developing.
3. If a severe seizure has developed, continuing for more than a minute, get a blanket and cushions. Clear all objects away from the dog, wrap it in the blanket, and surround it with the cushions to prevent the dog from injuring itself.

4. After the seizure, keep the dog calm and confined. Unwrap the blanket from the dog. Leaving it wrapped can lead to hyperthermia (overheating).
5. Immediately take the dog to the veterinarian.
6. Note the following about the seizure:
  - ❖ The time it occurred
  - ❖ Number of hours after a meal
  - ❖ What the dog was doing before the seizure
  - ❖ Anything unusual

## Shock

Shock can be caused by bleeding, intense pain, heart failure, vomiting, diarrhea, twisted stomach, bites, poisoning, severe disease, or many other injuries, illnesses, and accidents. When there is injury to internal organs, internal bleeding may occur or the dog may be in shock. Whatever the emergency, always look for signs of shock. See **Table 3-3-8** for signs of and first aid for shock.

Table 3-3-8: Signs of and First Aid for Shock

Signs of shock:	First aid for shock:
<ul style="list-style-type: none"><li>◆ Pale or light pink gums</li><li>◆ Glassy look in the eyes</li><li>◆ Body temperature beginning to drop</li><li>◆ Lips and feet feel cold</li><li>◆ Rapid, shallow breathing of over 30 breaths/minutes</li><li>◆ Rapid heartbeat of over 150 beats/minute</li><li>◆ Slow capillary refill time—more than 2 seconds</li><li>◆ Restlessness or anxiety</li></ul>	<ol style="list-style-type: none"><li>1. Wrap the dog in a blanket or coat to keep it warm.</li><li>2. Get help at once. If it is necessary to move the dog, use a litter.</li><li>3. Immediately take the dog to a veterinarian.</li></ol>



# 3

Canine Manual

## HEALTH CARE

### *General Care*

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#### Daily Kennel Check

**At the beginning of your tour of duty, check the kennel for:**

- ◆ Stools (watery or runny, mucous, tapeworms, abnormal color)
- ◆ Evidence of blood stains, vomit, abnormal urine stains

- ◆ Crawling insects (ticks)
- ◆ Food and water (availability and freshness). Note the amounts consumed by the dog.

**At the end of your tour of duty, check the kennel for:**

- ◆ Safety hazards (broken fences and/or unworkable locks or handles)
- ◆ Bucket or pan full of fresh water. If there is an automatic, water supply system, then check that it is working.
- ◆ General cleanliness of the kennel run

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## Daily Health Check

Canine officers must perform daily health checks of their detector dogs to ensure good health (both physical and mental well being). Perform daily health checks while brushing the dog.

Each canine officer should know how their dog's coat looks, the frequency of their bowel movements, its eating habits, and their normal body temperature at rest. Canine officers use this knowledge when checking their dog to help reveal anything abnormal. Abnormalities, along with symptoms of diseases and parasites, will help detect illness in the early stages.

Refer to other sections under **HEALTH CARE** for dog anatomy, diseases, parasites, first aid, and emergency care. Knowing the proper terms used to describe the dog's anatomy and to describe symptoms of injury or illness will enable canine officers to more efficiently report problems to a veterinarian.

Use **Table 3-4-1** on the following pages as a guide when checking the dog for symptoms of illness or injury. If a symptom is present, contact the veterinarian. Also, daily check the kennel and run areas (See **Daily Kennel Check**).

Table 3-4-1: Daily Health Check

Check the dog's:	The following could be symptoms of illness or injury:
<p><b>Eyes:</b> Illnesses are frequently accompanied by changes in the eyes and many illnesses affect only the eyes. Usually, a dog's eyes are bright and clear and the surrounding membranes are a healthy pink.</p>	<ul style="list-style-type: none"> <li>◆ Red or yellow color of the membranes and white part of the eyes</li> <li>◆ Paleness of the membranes</li> <li>◆ White or yellow discharges</li> <li>◆ Cloudiness or other discolorations of the clear part of the eyes (cornea)</li> <li>◆ Puffy eyelids</li> <li>◆ Eyelid partially or completely closed</li> <li>◆ Nictitating membrane* that covers more of the eyeball than usual</li> </ul> <p>*The nictitating membrane, or third eyelid, is the small, wedge-shaped membrane at the inner corner of the eyes. Usually, this membrane covers only a small part of the eye.</p>
<p><b>Nose:</b> The black pad at the end of a dog's nose is usually shiny and moist.</p>	<ul style="list-style-type: none"> <li>◆ The black pad is persistently dry, dull, and warm</li> <li>◆ Watery, yellowish, or red-tinged discharge</li> <li>◆ Sneezing</li> <li>◆ Snorting</li> <li>◆ Pawing at the nose</li> </ul>
<p><b>Ears:</b> The external portion of the ear is called the flap. The vertical ear canal extends down in the earflap to the opening of the horizontal ear canal that leads to the inner ear. A small amount of brownish wax in the vertical canal is normal.</p>	<ul style="list-style-type: none"> <li>◆ Reddish, discoloration of the ear canal</li> <li>◆ Swelling of the ear canal</li> <li>◆ Unpleasant odor coming from the ear canal</li> <li>◆ Shaking of the head, holding the earflap down, holding the head to one side, twitching the ear, scratching or pawing at the ear</li> <li>◆ Evidence of pain when the ear is touched</li> <li>◆ Large amount of wax in the ear canal*</li> </ul> <p>*<b>CAUTION:</b> Never probe into the ear canal. You can remove dirt and wax from the inner part of the earflap. Have the veterinarian check the ears even when they appear to only need cleaning.</p> <p><b>NOTE:</b> See <a href="#">Cleaning Ears</a> in this section.</p>
(continued on next page)	

**Table 3-4-1: Daily Health Check (continued)**

Check the dog's:	The following could be symptoms of illness or injury:
<p><b>Mouth:</b> In the dog's mouth, gums, and inner lips should be a healthy pink. Teeth should be firm and white. Brush teeth as recommended by a veterinarian.</p>	<ul style="list-style-type: none"> <li>◆ Paleness or discoloration of gums</li> <li>◆ Sores on gums</li> <li>◆ Persistent drooling</li> <li>◆ Bloody saliva</li> <li>◆ Gagging or pawing at the mouth</li> <li>◆ Bad breath, or worse than usual</li> <li>◆ Loose and broken teeth</li> <li>◆ Tartar accumulations on the teeth</li> <li>◆ Objects lodged between the teeth or in roof of mouth</li> </ul>
<p><b>Coat and skin:</b> A well-fed and groomed dog usually has a glossy coat and skin that is soft and pliable. Note that the coat can change appearance with climate and season. The undercoat is thicker in cold weather and sheds in hot weather.</p>	<ul style="list-style-type: none"> <li>◆ Reddening</li> <li>◆ Scabbing</li> <li>◆ Moist discharges</li> <li>◆ Scratching</li> <li>◆ Abnormal shedding</li> <li>◆ Loss of hair in spots</li> <li>◆ Dryness</li> <li>◆ Loss of pliability</li> <li>◆ Presence of fleas or ticks</li> </ul>
<p><b>Feet and legs:</b> Foot pads should be free of foreign objects, cuts, bruises, and abrasions.</p> <p>(continued on next page)</p>	<ul style="list-style-type: none"> <li>◆ Foreign objects, cuts and bruises, and abrasion of the pads</li> <li>◆ Long, broken, or split nails (nails should not touch the ground when the dog stands)</li> <li>◆ Loosely attached dewclaws should be removed by a veterinarian</li> <li>◆ Long nails on dewclaws (nails should not curl around to the pad)</li> <li>◆ Lameness</li> <li>◆ Wounds, swelling, or sores on legs</li> <li>◆ Inflamed elbow callus</li> </ul>

Table 3-4-1: Daily Health Check (continued)

Check the dog's:	The following could be symptoms of illness or injury:
<p><b>Genital area:</b> In a male dog, the penis is located in a fold of skin known as the prepuce or sheath. A small amount of greenish-yellow discharge at the end of the sheath is normal.</p> <p>In a female dog, the external genital opening is the vulva. Usually, there is no discharge.</p>	<p><b>Males:</b></p> <ul style="list-style-type: none"> <li>◆ Large amounts of discharge is present</li> <li>◆ Bleeding sheath</li> <li>◆ Blood in urine (after the dog has urinated, look at the end of the sheath for blood)</li> <li>◆ Swelling, reddening, or scabbing of the scrotum (the pouch normally containing the testicles)</li> <li>◆ Frequently attempts to urinate but cannot. Quickly licks sheath after attempting to urinate. (Signs of urinary tract infection.)</li> </ul> <p><b>Females:</b></p> <ul style="list-style-type: none"> <li>◆ Reddening of the vulva or the skin in the genital area</li> <li>◆ Discharge</li> <li>◆ Blood in urine (Watch the dog urinate to detect blood. If you detect blood, note if the blood was in the first portion, last portion, or distributed throughout the urination.)</li> <li>◆ Increased urination, beyond the ordinary</li> <li>◆ Frequently attempts to urinate but cannot. Quickly licks vulva after attempting to urinate. (Signs of urinary tract infection.)</li> </ul>
<p><b>Rectum area:</b> The opening from the rectum is the anus. On either side of the rectum near the anus is a small sac (anal glands) that is a frequent source of trouble.</p>	<ul style="list-style-type: none"> <li>◆ Swelling or reddening of the skin in the area of the anus</li> <li>◆ Biting at the rectum area or sliding along in a sitting position (symptom of anal glands being full or infected)</li> <li>◆ Soft or watery stool</li> <li>◆ Blood in the stool</li> <li>◆ Worms or segments present in the stool; worm segments on hair around anus</li> <li>◆ Difficulty or straining while eliminating waste</li> </ul>
<p><b>Body:</b> The general appearance of the dog (continued on next page)</p>	<p><b>Females:</b> Presence of lumps on the dog's body. Take special care around teats (checking for breast cancer).</p>

Table 3-4-1: Daily Health Check (continued)

Check the dog's:	The following could be symptoms of illness or injury:
<p><b>Attitude and actions:</b> The dog's attitude and actions are best indications of general health.</p>	<ul style="list-style-type: none"> <li>◆ Undue nervousness</li> <li>◆ Loss of vitality and energy</li> <li>◆ Increased desire for sleep</li> <li>◆ Tiredness</li> <li>◆ Inattentive while working or training</li> <li>◆ Changes in appetite, thirst, or breathing</li> <li>◆ Vomiting or blood in the vomit</li> <li>◆ Stressed (panting excessively or circling the kennel run)</li> <li>◆ Any suspicious behavior that is not typical for the specific dog</li> </ul>
<p><b>Temperature:</b> A dog's temperature is also an excellent indication of the animal's health. Know your dog's normal body temperature while at rest. Usually, a dog's normal body temperature is within 101–102 °F.</p>	<p>Unusual variation in temperature. Some variation in temperature may be normal, such as following exercise. Take the temperature rectally following these directions:</p> <ol style="list-style-type: none"> <li>1. Depending on your dog's previous behavior, you may have to muzzle the dog before taking its temperature.</li> <li>2. Lubricate the rectal thermometer with petroleum jelly to ease insertion.</li> <li>3. Insert the thermometer only 1" into the rectum.</li> <li>4. Hold the thermometer in the rectum for 2–3 min. before reading. Hold the thermometer in place while taking the temperature to prevent the thermometer from completely entering the rectum.</li> </ol>
<p><b>Hydration:</b> When vomiting and/or diarrhea persist, a dog can become dehydrated rapidly. Also, dehydration can be a sign of an underlying illness.</p> <p>Note that it may be normal for a dog to eat grass and vomit one time.</p>	<ul style="list-style-type: none"> <li>◆ Skin lacks turgor or pliability (when gently pulling and releasing the skin above the shoulders, it should immediately return to normal)</li> <li>◆ Dry mucous membranes</li> <li>◆ Eyes appear sunken back in their orbits</li> <li>◆ Slow capillary refill time—more than 2 seconds</li> <li>◆ Rapid heartbeat of over 150 beats/minute</li> <li>◆ Slow heartbeat of under 80 beats/minute</li> </ul> <p><b>CAUTION:</b> Dehydration is a serious condition; when symptoms are present, immediately take the dog to the veterinarian.</p>

## Daily Brushing

Daily brushing will keep a detector dog's coat clean. Brush with the dog's hair. Use your fingertips to loosen the dog's shedding coat. Otherwise, there are different grooming tools to use to brush the dog depending, on its coat and skin. Following are five grooming tools that can be used to brush a dog and the techniques for using each one.

### Rubber Slicker Brush

This brush is good for daily brushing, is gentle on skin, and removes normal shedding coat. Brush with the dog's hair.

### Natural Bristle Brush

This brush is good for normal shedding and to spread natural oils from the skin to the hair. It can also be used after wire slicker, shedding blade, and stripping knife.

### Wire Slicker

Brush with the dog's hair, using gentle pressure, taking care not to push against the dog's skin. A wire slicker can easily cause skin irritation if used improperly.



Use a wire slicker that says gentle or puppy on the packaging.

### Shedding Blade

This is used for heavy shedding. Brush with the dog's hair. A shedding blade can easily cause skin irritation if used with too much pressure against the skin.

### Magnetic Stripping Knife

This is used for heavy shedding. Gently pull stripping knife with the dog's hair. A stripping knife can easily cause skin irritation if used with too much pressure against the skin.

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## Bathing

Determine how often the detector dog requires a bath, based on its needs. Keep in mind that excessive bathing may dry the dog's skin.

Select the proper shampoo. For medical purposes, a veterinarian can recommend the type of shampoo to use.

Note the following tips when bathing the dog:

1. To protect the dog's eyes, place 1 drop of mineral oil in each eye before bathing.
2. To protect the dog's ears, place cotton in each ear before bathing. While bathing, hold earflaps down when operating the water hose near the dog's head. Do not use water to rinse inside of ears. Use an ear cleaner to clean the inside of the earflaps.
3. To prevent fluid secreting from the anal glands, express them before bathing the dog. See [Expressing Anal Glands](#) in this section.
4. Do not bathe the dog in cold or wet weather unless you can dry the dog in a warm place.
5. It is important to rinse the dog thoroughly with warm water to remove all soap. If soap is left on the dog's coat, it can become sticky, collect dirt, or cause skin irritation and itching.
6. After drying the dog with a towel, use a dryer, if available at the kennel, to completely dry the dog.
7. At the time the dog is bathed, wash its jackets, bedding, and nylon collar in a washing machine.

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## Cleaning Ears

Following are basic steps for cleaning a dog's ears:

1. Pre-soak a cotton ball with ear cleaner.
2. Pull the earflap upward to expose the external opening of the ear canal.
3. Place a soaked cotton ball in the dog's ear, and squeeze the cotton ball, allowing the cleaner to drip in the ear. Refer to [FIGURE 3-4-1](#).

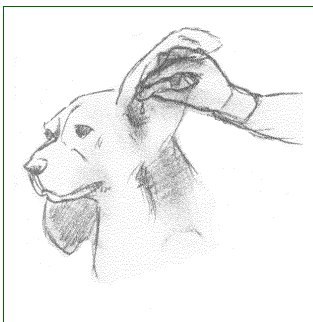


FIGURE 3-4-1: Cleaning Ear

4. Release the earflap.



5. Massage the base of the ear, allowing the cotton ball to rub and clean the ear. Refer to **FIGURE 3-4-2**.



FIGURE 3-4-2: Massaging Ear

6. Repeat Steps 1–5 for the other ear.
7. Allow the dog to shake its head, which may dislodge the cotton balls. Remove the cotton balls. Refer to **FIGURE 3-4-3**.



FIGURE 3-4-3: Allowing the Dog to Shake Its Head

8. Pull the earflap upward and use a clean cotton ball to wipe the ear dry and remove excess ear wax. Refer to **FIGURE 3-4-4**.



FIGURE 3-4-4: Wiping the Ear With a Clean Cotton Ball

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## Trimming Nails

The following directions and illustrations were provided by Dr. Rose Borkowski:<sup>1</sup>

1. Note how the blood supply gets longer as the nail grows. Refer to **FIGURE 3-4-5**. If the nail is cut at ①, it will cause bleeding and the nail will still be long. Trim at ②, and the blood supply will begin to recede.

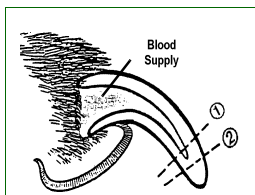


FIGURE 3-4-5: Blood Supply of a Dog's Nail

2. If a little is clipped or filed off a long nail every few days, the blood supply will continue to recede. As the nail get shorter, so does the blood supply. Refer to **FIGURE 3-4-6**.



FIGURE 3-4-6: Blood Supply Recedes as the Nail is Trimmed

3. Only when the nail is kept short can it be trimmed without bleeding. Refer to **FIGURE 3-4-7**. If the same cut had been made on the long nail illustrated in **FIGURE 3-4-5**, it would have caused bleeding.

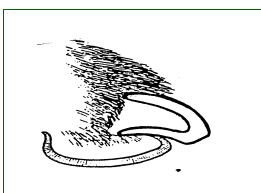


FIGURE 3-4-7: Properly Trimmed Nail

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## Expressing Anal Glands

All dogs have anal glands that are sack-like under their tail by their anus (see **FIGURE 3-4-8**). These sacks hold a brown, sticky liquid that is secreted every time the dog defecates. The liquid has a strong odor that helps the dog mark its surroundings. The liquid may also come out when a dog is scared.

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1 Dr. Rose Borkowski, staff doctor at Tufts University, MA, specializing in wildlife exotics from 1994 to present; private practice in Boca Raton, 1994; attended University of Florida Veterinarian School, 1991.

If the brown liquid becomes trapped in the glands for too long, the glands can become impacted, which would lead to further complications. For the health of your detector dog, you should express the anal glands at least once a month or before each bath. The following signs indicate that a dog needs their anal glands expressed:

- ◆ Scooting its rear on the ground
- ◆ Excessively licking its rectum
- ◆ Holding its tail in a peculiar manner

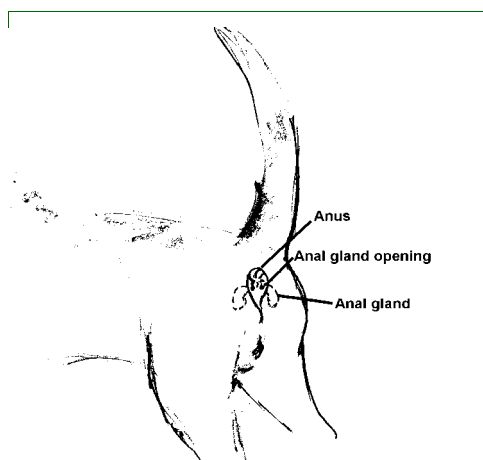


FIGURE 3-4-8: Location of Anal Glands

Express the anal glands before bathing the dog. Wear latex gloves and use a tissue or a damp cloth to wipe the anal gland secretion. Use the following steps when expressing the anal glands.

1. Appropriately secure the dog, depending on its nature.

Be aware that once expressing the glands has begun, it is a natural reflex for the dog to whip its head around. Therefore, appropriately secure the dog before beginning. Depending on the dog's nature, it may have to be physically restrained with a short tether or muzzle.

2. Clinch or grip your left hand at the base of the dog's tail. Gently pull the tail up, and extend it back toward the dog's head. This action exposes the anal area.



Do not look down at the anal area or you will get squirted in the face.

3. With the thumb and forefinger on each side of the rectum (just outside the dark tissue area), and in a swift and firm motion press in and squeeze together. This motion should be like trying to squeeze out a little ball from this area. As the glands empty, there will be a pungent odor.



Do not squeeze more than 2 times.

4. Wipe the secretion away with a tissue or damp cloth. The anal gland secretion should look like brown gravy. If the secretion is white and pasty or bloody with pus, take the dog to a veterinarian.

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## Nutrition (Food and Feeding)

### What Food to Use

Premium pet foods are recommended. They can be purchased only at pet stores and veterinarian offices.

Working dogs require consistent food quality and nutrient values in their diets. Based on the experiences of canine officers and other Federal officials participating in detector dog activities, high quality and proven foods should be used. Price should not be the primary consideration when buying dog food.

### When to Feed

Dogs must be fed at least once in a 24-hour period. They should be fed at the end of a shift to ensure a good drive for food products while working. Exceptions are when a feeding schedule is prescribed by a veterinarian for medical purposes. Canine officers should maintain a routine feeding schedule.

### Develop and Maintain a Feeding Schedule

It is the responsibility of each canine officer to ensure the dog is routinely fed every day by developing and maintaining a feeding schedule. At work locations where there is more than one detector dog team, canine officers must coordinate with each other and the kennel personnel when developing and maintaining feeding schedules.

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## Exercise, Biological Breaks, and Confinement in a Secondary Residence

Following are health guidelines to consider while detector dogs are working and being transported. These guidelines comply with the requirements of the Animal Welfare Act (AWA).

### Exercise

For the health and welfare of the detector dog, it should be exercised daily. This exercise could include: taking long walks, playing tug of war, playing a game, fetching a ball, or running in a secure, fenced-in area.

Do not exercise a detector dog off a leash with other dogs unless they are other USDA detector dogs with compatible temperament. Mingling with other dogs increases the risk of disease and injury.

### Biological Breaks

While a detector dog is housed in a secondary residence (crate or wire kennel), allow a biological break at least every 2 hours. Take the detector dog to an area where it can urinate and/or defecate. This time line is a guide. Some detector dogs may require more frequent biological breaks, based on their individual functions.

### Confinement in a Secondary Residence

A detector dog must not be housed longer than 12 consecutive hours in its secondary residence (crate or wire kennel), unless it is being shipped in a portable kennel. Refer to [Appendix E](#) for guidelines on how to ship detector dogs. Refer to the [Glossary](#) for the definition of a secondary residence.

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## Home Stay

Canine officers cannot take detector dogs home except in extraordinary circumstances (i.e., medical situation, dog on medication, recovery period after surgery). Approval to take a dog home must be granted by the RCPM with input from the port director.

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## Reverse Sneezing

Reverse sneezing is a mild condition that may be caused by something irritating or being sensitive to the dog's nose. To correct the sneezing, hold the dog's muzzle, covering both the nose and the mouth. The sneezing should stop in a few seconds. Then release your hold. This condition occurs frequently in some dogs, including beagles.

---

## Administering Medication

There will be times when a veterinarian prescribes preventative medicine or medication for a sick or injured dog. Canine officers are responsible for administering all types of medication to their dogs. The medicine may be a capsule or tablet, liquid, ointment, or drops.

Following are directions for administering different types of medicine. For related first aid and emergency care, go to the green tab.

### Capsules or Tablets or Liquids

When any foreign substance is placed directly into a dog's mouth, its first reflex is to spit it out. Therefore, you have to administer oral medication properly so that the dog is forced to swallow. Also, administering medicine must be done quickly and smoothly to keep the dog from being apprehensive and resentful. Before orally administering medicine without food, review the following steps for administering capsules or tablets, or liquids.



Do not give oral medications or any liquids if the dog is unconscious or cannot swallow.

### Steps for Administering Capsules or Tablets

Some capsules or tablets can be put in a spoonful of canned dog food. The dog will eat the pill along with the food. Use the following steps to administer capsules or tablets without food.

1. Place the fingers of one hand over the dog's muzzle. Refer to **FIGURE 3-4-9**.



FIGURE 3-4-9: Placement of Hand Over the Dog's Muzzle

2. Insert thumb just behind the dog's teeth.
3. Press thumb against the roof of the dog's mouth and fingers over the dog's lips against its teeth to open its mouth.
4. With other hand, place the capsule or tablet in the center of the tongue near the back. Refer to **FIGURE 3-4-10**.



FIGURE 3-4-10: How to Administer Capsules or Tablets

5. QUICKLY remove the hand and the dog will close its mouth. HOLD the mouth closed, pointing its nose upward, while GENTLY stroking the dog's throat. Refer to **FIGURE 3-4-11**. Or, blow a puff of air into the dog's nose to cause a reflex to swallow.

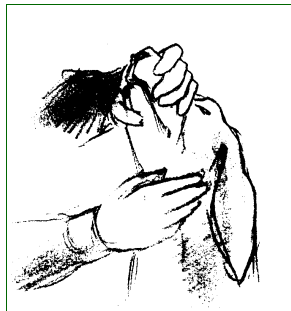


FIGURE 3-4-11: Stroking the Dog's Throat to Facilitate Swallowing Medicine

## Steps for Administering Liquids



Use extreme caution when giving an oily liquid.

1. Pour the prescribed dosage in a medicine dropper or syringe.
2. Use one hand to hold together the upper and lower jaws of the dog.
3. Point the dog's nose slightly above the horizontal. If it is raised too high, the dog won't be able to swallow.
4. Make a pouch between the molar teeth and the cheek while sliding the dropper under the dog's lip toward the back corner of the mouth. Refer to **FIGURE 3-4-12**. Squirt in the medicine slowly allowing the dog to swallow the medicine.



FIGURE 3-4-12: Positioning of a Medicine Dropper or Syringe to Administer Liquids

5. Give the dog time to swallow to prevent the liquid from going into its throat, nose, or lungs. If needed, rub the dog's throat. If any signs of distress appear, such as, coughing or struggling, allow the dog to lower its head and rest before continuing.

### Eye Ointment and Eye Drops

Before administering eye medicine, do the following:

1. Position and restrain the dog in a lying or sitting position.
2. Inspect the eyes for extraneous debris and clean the eyes, as necessary.
  - A. Remove dry debris with a sterile pad or cotton ball dampened with distilled or cold water.
  - B. Flush discharges from the eyes with distilled water.
3. Review the following steps for administering eye ointment or drops. Always approach the eye from behind to avoid scaring the dog.

After administering eye medicine, observe the dog for adverse reactions. If the dog rubs the affected eye with either its feet or inanimate objects, place an Elizabethan collar on the dog until the irritation subsides. Refer to [Appendix D](#), Equipment, for a description of an Elizabethan collar and directions on how to make an emergency collar.

### Steps for Administering Eye Ointment

1. Place one hand under the dog's jaw, with the thumb of the same hand on the lower eyelid. Pull the lower eyelid downward to expose the inner corner of the lower eyelid. Refer to [FIGURE 3-4-13](#).





FIGURE 3-4-13: How to Hold Dog's Head While Administering Eye Ointment

2. Place the hand holding the medication on top of the dog's head with the tube directly above the surface of the eye.
3. Lay a single ribbon of ointment 1/4–1/2" directly on the inside of the lower eyelid, going from the inner to the outer part. Refer to **FIGURE 3-4-14**.



If the ointment is thick, you may warm it under water or in your hands to make the ointment flow more easily.



Do not allow the tip of the tube to touch the eye or any other surface. This prevents accidental contamination of the medication or damage to the eye.

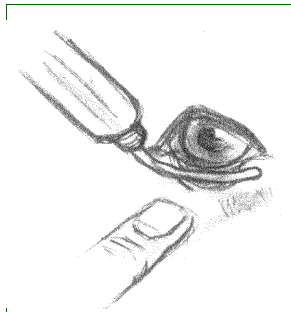


FIGURE 3-4-14: How to Apply Eye Ointment

4. Release the eyelid.
5. Repeat the procedures for the other eye, if needed.

### Steps for Administering Eye Drops

1. Lift the nose upward, with one hand holding the muzzle.
2. Use the thumb of the hand holding the medication to spread the eyelids apart by pressing gently above the upper eyelid.
3. Position the bottle or dropper over the eye.
4. Drop the prescribed number of drops into the eye.
5. Release the eyelid. To ensure the drops stay in the eye, gently press.
6. Repeat the procedure in the other eye, if needed.

### Ear Drops and Ear Ointment

Review the following steps for administering ear drops and ointment. Sometimes a veterinarian will have you clean the dog's ears before applying the medicine. Refer to *Cleaning Ears* beginning on [page 3-4-8](#).

### Steps for Administering Ear Drops and Ear Ointment

1. Position and restrain the dog.
2. Pull the earflap upward to expose the external opening of the ear canal.
3. Administer the medicine. Refer to [FIGURE 3-4-15](#).
  - A. Position the container directly above the external opening without the container touching any portion of the ear.
  - B. Drop the prescribed number of drops or apply the ointment directly into the ear canal.



FIGURE 3-4-15: Applying Medicine to Ears

4. Massage the vertical canal with the thumb and index finger. Refer to [FIGURE 3-4-16](#).



FIGURE 3-4-16: Massaging Ears

5. Release the earflap of the ear.
6. Repeat the procedure in the other ear, if needed.

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## Routine Medical and Dental Checkups

Canine officers are responsible for ensuring that their dogs have routine medical and dental checkups. They should schedule medical checkups every 6 months and schedule a more comprehensive physical once a year.

All detector dogs will have routine, regular checkups that shall minimally include the following:

- ◆ Disease vaccinations—Renew vaccinations annually (Rabies, DHLPP (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus), Bordatella, Corona, and regional recommendations by veterinarian, such as Lyme disease).
- ◆ Heartworms—Dogs are tested for heartworms while at NDDTC; then the dogs are placed on a preventative medication. Administer preventative medicine for heartworms as prescribed by the veterinarian. Retest detector dogs annually for heartworms.
- ◆ Teeth and gums—On average, have teeth cleaned once a year, unless medical reasons require greater frequency. Document the medical reason if the dog requires greater frequency. Also, veterinaries check the mouth for oral and salivary gland disorders.
- ◆ Skin
- ◆ Fecal (internal and external parasites)
- ◆ Eyes
- ◆ Ears
- ◆ Heart

- ◆ Temperature
- ◆ Weight—Refer to [Appendix F, Weight Rating](#), to determine the ideal weight of your detector dog.

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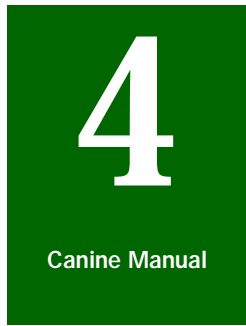
## Selecting Veterinary Services

Canine officers, in conjunction with the port canine coordinator, the RCPM, and the port director, are responsible for selecting a veterinarian.

When selecting a health care provider for the detector dog, avoid APHIS veterinarians who have private practices, because it would be a conflict of interest. Also, quality of care to the detector dog should take precedence over reasonable charges.

The veterinarian must meet the following requirements:

- ◆ Have at least 50 percent of their practice in small animal care.
- ◆ Have been in practice for at least 1 year.
- ◆ Be accredited and licensed in the State where they practice. (Note that military veterinarians are accredited for domestic and international travel.)
- ◆ Have no valid complaint against them for animal abuse or professional misconduct. Have no violation with APHIS under the AWA. Check with the Better Business Bureau and your RCPM.
- ◆ Be able to provide 24-hour emergency animal care. Includes veterinarians that refer patients to emergency clinics after office hours.
- ◆ Have adequate and sanitary facilities to provide routine and emergency care. Routine care includes minor surgery, x-rays, and dental care.



# TRAINING

## *Detector Dog Training*

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### Contents

To be developed.



# 4

Canine Manual

## TRAINING

### *New Detector Dog Team Training*

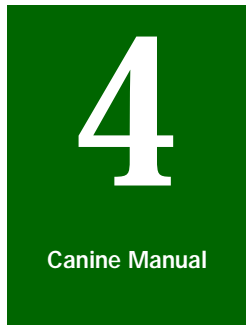
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#### Contents

To be developed.







# TRAINING

## *Experienced Detector Dog Team Training*

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### Contents

To be developed.



# GLOSSARY

<b>Air-scenting</b>	When a dog uses air currents to lead itself to the source of the odor. For example, a dog lifts its head, actively smelling, and crosses the terminal to a person eating an apple.
<b>Alert response</b>	A trained physical response to a stimuli. For example, when a detector dog sits at a target bag.
<b>AWA</b>	Animal Welfare Act.
<b>Biological break</b>	Time to take a detector dog to an area where the dog can urinate and/or defecate. While a detector dog is housed in a secondary residence (crate or wire kennel), allow a biological break a minimum of once every 2 hours.
<b>Blank container</b>	A container (suitcase, box, etc.) without contraband.
<b>Contraband</b>	Items of agricultural interest that are prohibited.
<b>Correct response or positive response</b>	The dog has correctly indicated an agricultural item.
<b>Cuing dog</b>	A verbal or physical action by a canine officer causing the detector dog to respond to an odor.
<b>Ectoparasite</b>	External parasite that lives in or on the skin of the host.
<b>Endoparasite</b>	Internal parasite that lives within the body of the host.
<b>Exercise</b>	Operationally, exercise means taking a detector dog out of either its secondary or primary residence for a period of no less than 5 minutes to either walk on a lead or a leash or to move about in a fenced-in, secure area. Never leave a detector dog unattended while exercising.
<b>False response</b>	A dog indicates that it has detected a target item, but, in fact, no target item or odor exists.
<b>Food guarding</b>	A dog that covers, envelops, or conceals its food and/or bowl when approached. Guarding can lead to aggression if challenged by a person or another dog.

<b>Handbaggage</b>	Luggage that is hand-carried on the plane, not checked as pit baggage.
<b>Handler error</b>	When the canine officer causes the dog to make a mistake, i.e., false response, incorrect search patterns, pulling the dog off a target odor.
<b>Hasty muzzle</b>	A restraining appliance that fits over the dog's snout preventing biting used in emergency situations when no muzzle is available. Virtually anything can be used to make a hasty muzzle, i.e., belt, electrical cord, or a leash. Directions for applying a hasty muzzle are behind the green tab under physical restraint.
<b>Hyperthermia</b>	Unusually high body temperature (overheating), as opposed to hypothermia.
<b>Intermediate host</b>	The animal or insect used by a parasite to develop its life cycle.
<b>Leg block</b>	Obstructing a dog from sniffing containers or using your leg to block the dog before it sniffs a bag.
<b>Mixed odor</b>	Target and nontarget odors placed together in a container.
<b>Mixed target odor</b>	Variety of target odors placed together in a container.
<b>NCPM</b>	National Canine Program Manager.
<b>NDDTC</b>	National Detector Dog Training Center. See <i>Appendix A</i> , <a href="#">APHIS Contacts</a> , for employee names, address, and phone number of the Center.
<b>Nontarget odor</b>	One that is of no significant risk of pest or animal disease, such as leather or perfume; or an agricultural item, such as bread or fish. One that a dog has been trained not to respond to.
<b>NST</b>	National Safeguarding Team, vice NAQIT (National Agriculture Quarantine Team). Membership includes regional program managers and staff operations officers from APHIS-PPQ Headquarters.
<b>Odor generalization</b>	A dog indicates an odor to which it has not been trained to respond. For example, a dog has been trained to respond to pork and grapefruit. Then the dog responds to all meat and all citrus fruits. Also, a dog might generalize on nontarget items, such as fish, bread, or candy. Generalizing can be negative or positive.
<b>Parasite</b>	A living organism which, for the purpose of obtaining food, lives on or in a creature of a different species and causes harm or disease.
<b>Pinpoint</b>	A dog goes directly to the source of the odor and indicates exactly where the item is. The dog usually will use its nose; some will use their foot.

**Primary residence**

The primary enclosure for the detector dog (i.e., boarding kennel). Must have a minimum amount of floor space as required by the AWA. The minimum amount of floor space required is the following:

---


$$\frac{(\text{Measurement (in inches) from the tip of the dog's nose to the base of its tail} + 6 \text{ inches})^2}{144} = \text{Required Square Feet of Floor Space}$$

The interior height must be at least 6" higher than the dog's head when the dog is in a normal standing position.

For example, a beagle 25" long (tip of nose to base of tail) and 17" tall (top of the dog's head when standing) would require a primary residence of 6.67 square feet of floor space with a height of 2 feet. The calculation is  $(25" + 6")^2 / 144 = 6.67$ ;  $17" + 6" = 23/24"$ .

**Primary reward**

A reward to which a dog must have to survive (food, water, etc.) Food is the primary reward for PPQ's detector dog activities.

**RCPM**

Regional canine program manager. See *Appendix A*, [APHIS Contacts](#), for names, addresses, and telephone and fax numbers of RCPM's. See *Appendix B*, [Personnel](#), for the roles and responsibilities of RCPM's.

**Recovery time**

The period a canine officer needs to rest their dog's nose after working a flight. The dog's nose becomes saturated with odor and is no longer able to detect target items. The recovery time differs from one detector dog to another and from one situation to another.

**Residual odor**

Odor of a target item lingering in a bag after the item is no longer in the bag.

**RPM**

Regional program manager. See *Appendix A*, [APHIS Contacts](#), for names, addresses, and telephone and fax numbers of the RPM's who manage detector dog activities in their region.

**Saturation point**

The point at which the detector dog can no longer detect additional sensory input.

**Secondary residence**

Secondary enclosure for the detector dog (i.e., sky crate, wire kennel) that is used for transport from the primary residence to the work site. The secondary residence also acts as the storage container for the dog while remaining at the work site. The container must be constructed of strong enough material to contain the dog securely and comfortably and withstand the normal rigors of transportation. The dog should not be able to put any part of its body outside the enclosure in a way that could result in injury to itself. The container should allow enough room for the dog to comfortably stand up, turn around, and lay down.

<b>Secondary reward</b>	One that is less significant than the primary reward. Example is praise and petting.
<b>Secure latch</b>	Any added measure to secure a dog in its primary residence and to prevent it from accidentally or intentionally opening the kennel gate (e.g., clip).
<b>Speed trials</b>	A technique used to expedite the dog's final response to 1–2 seconds. Speed trials correct the problem of slow sits.
<b>Target odor</b>	A prohibited agricultural item that a detector dog has been trained to indicate.
<b>Territorial</b>	A dog that protects or guards its particular kennel space if challenged by a person or another dog.
<b>Validation testing</b>	Testing administered to establish credibility, to assess the overall proficiency of the detector dog team, by identifying a team's strengths and weaknesses.



# APPENDIX A

## *APHIS Contacts*

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### Introduction

Use this appendix to locate and contact PPQ personnel who participate in detector dog activities. Note that the names of canine officers have been omitted to minimize updating this appendix. Also included are Animal Care offices.

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### Plant Protection and Quarantine

#### **National Detector Dog Training Center (NDDTC)**

Lisa Davis, National Canine Program Manager (NCPM)

Brent Heldt, National canine instructor

Sandy Seward, National canine instructor

Mike Smith, National canine instructor

10806 Palmbay Drive

Orlando, FL 32824

Ph. 407-816-1221

Fx. 407-816-0690

#### **Central Region**

Andrea Rodriguez, Regional Program Manager (RPM)

USDA, APHIS, PPQ

3505 Boca Chica Blvd., Suite 360

Brownsville, TX 78521-4065

Ph. 956-504-4154

Fx. 956-504-4173

Michele Sowell, Regional Canine Program Manager (RCPM)

USDA, APHIS, PPQ

3004 Mecom Road

Houston, TX 77032

Ph. 281-233-3670

Fx. 281-233-3678

#### **Dallas, TX**

USDA, APHIS, PPQ

P.O. Box 610063

DFW Airport, TX 75261

Ph. 972-574-2117

972-574-9605

Fx. 972-574-5258

<b>Houston, TX</b>	USDA, APHIS, PPQ 3004 Mecom Road Houston, TX 77032 Ph. 281-233-3670 Fx. 281-233-3678
<b>El Paso, TX</b>	USDA, APHIS, PPQ Cordova Border Station 3600 E. Paisano, Rm. 154-A El Paso, TX 79905 Ph. 915-872-4720 Fx. 915-534-6653
<b>Laredo, TX</b>	USDA, APHIS, PPQ New Border Station, Rm. 505 Lincoln-Juarez Bridge Building 5 Laredo, TX 78042 Ph. 956-726-2225 Fx. 956-726-2322
<b>Pharr, TX</b>	USDA, APHIS, PPQ Pharr International Bridge 9901 South Cage Blvd., Ste. A Pharr, TX 78577 Ph. 956-783-5052 Pharr Ph. 956-843-2552 Hidalgo Fx. 956-783-5387
	<b>Eastern Region</b> Calvin Shuler, RPM USDA, APHIS, PPQ 1001 Wade Ave., Ste. 300 Raleigh, NC 27605 Ph. 919-856-4593 Fx. 919-856-4839 Bp. 800-240-0753
	<b>Eastern Region-North</b> Tom Miller, RCPM USDA, APHIS, PPQ O Hare Airport Station P.O. Box 66192 Chicago, IL 60666-0192 Ph. 773-894-2926 Fx. 773-894-2929 Bp. 888-532-9784



**Boston, MA** Kevin Dailey, Port Canine Coordinator  
USDA, APHIS, PPQ  
Logan International Airport Terminal E  
East Boston, MA 02128  
Ph. 617-561-5748  
Fx. 617-561-5917

**Chicago, IL** USDA, APHIS, PPQ  
O' Hare Airport Station  
P.O. Box 66192  
Chicago, IL 60666  
Ph. 773-894-2920  
Fx. 773-894-2927

**Detroit, MI** USDA, APHIS, PPQ  
Metro Airport  
Airport Operations  
International Terminal, Room 228  
Detroit, MI 48242  
Ph. 734-942-7024  
Fx. 734-942-7409

**Newark, NJ** USDA, APHIS, PPQ  
Newark International Airport  
Terminal B, International Arrivals Area  
Newark, NJ 07114  
Ph. 973-645-6194  
Fx. 973-645-6389

**Dulles, VA** USDA, APHIS, PPQ  
Dulles International Airport  
P.O. Box 17134  
Washington, DC 20041  
Ph. 703-661-8348  
Fx. 703-661-8165

**Philadelphia, PA** USDA, APHIS, PPQ  
Philadelphia International Airport  
Richardson Dilworth, Terminal A  
Philadelphia, PA 19153  
Ph. 215-596-4784  
Fx. 215-596-0698

**Jamaica, NY**

Jim Armstrong, Port Canine Coordinator  
John F. Kennedy International Airport  
USDA, APHIS, PPQ  
JFKIA IAT Room 2317  
Jamaica, NY 11430  
Ph. 718-244-2175  
Fx. 718-553-0092  
718-553-1796 Kennel

**Eastern Region-South**

Wendy Beltz, RCPM  
USDA, APHIS, PPQ  
1901-A Cross Beam Drive  
Charlotte, NC 28217  
Ph. 704-359-4772  
Fx. 704-359-4766  
Bp. 888-698-9407

**Atlanta, GA**

USDA, APHIS, PPQ  
1270 Woolman Place  
Atlanta, GA 30353  
Ph. 404-763-7716  
Fx. 404-763-7124

**Charlotte, NC**

Wendy Beltz, RCPM  
USDA, APHIS, PPQ  
1901-A Cross Beam Drive  
Charlotte, NC 28217  
Ph. 704-359-4772  
Fx. 704-359-4766  
Bp. 888-698-9407

**Erlanger, KY**

USDA, APHIS, PPQ  
Greater Cincinnati/N. Kentucky Airport  
International Terminal, Concourse B  
P.O. Box 18402  
Erlanger, KY 41018  
Ph. 606-767-7070  
Fx. 606-767-7074

**Orlando, FL**

Brenda Warner, Port Canine Coordinator  
USDA, APHIS, PPQ  
9317 Tradeport Drive  
Orlando, FL 32827  
Ph. 407-648-6856  
Fx. 407-648-6859

**San Juan, PR**  
USDA, APHIS, PPQ  
LMM International Airport  
P.O. Box 37521  
Airport Station  
San Juan, PR 00937  
Ph. 787-253-4506  
Fx. 787-253-4646

**Miami, FL**  
USDA, APHIS, PPQ  
13631 Old Cutler Road  
Miami, FL 33158  
Ph. 305-232-9549 Kennel  
Ph. 305-869-3162 Airport  
Fx. 305-251-8944

**Western Region**

Debra Dunn, RPM  
USDA, APHIS, PPQ  
9580 Micron Avenue, Suite 1  
Sacramento, CA 95827  
Ph. 916-857-6065  
Fx. 916-857-6156

Diana Verity, RCPM  
USDA, APHIS, PPQ  
380 World Way  
Box N-21  
Los Angeles, CA 90045  
Ph. 310-215-2431  
Fx. 310-215-1379

**Honolulu, HI**  
Grace Nagano, Port Canine Coordinator  
USDA, APHIS, PPQ  
300 Rodgers Blvd.  
Honolulu International Airport  
Terminal Box 57  
Honolulu, HI 96819  
Ph. 808-861-8490  
Fx. 808-861-8501

**Los Angeles, CA**  
USDA, APHIS, PPQ  
Vacant, Port Canine Coordinator  
380 World Way  
Box N-21  
Los Angeles, CA 90045  
Ph. 310-215-2431  
Fx. 310-215-1379

**Oakland, CA**  
USDA, APHIS, PPQ  
1301 Clay Street  
Federal Building  
Suite 160 North  
Oakland, Ca 94612  
Ph. 510-637-2987  
Post office Ph/Fx. 510-273-7254  
Fx. 510-637-3781

**San Francisco, CA**  
Vacant, Port Canine Coordinator  
USDA, APHIS, PPQ  
P.O. Box 250009  
San Francisco, CA 94125  
Ph. 415-876-2840  
Fx. 415-876-0915

**Seattle, WA**  
USDA, APHIS, PPQ  
EATAC International Airport  
Room 106 South Satellite  
Seattle, WA 98158  
Ph. 206-244-4244  
Fx. 206-764-3825

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## **Animal Care**

**Deputy Administrator**  
USDA-APHIS-Animal Care  
4700 River Road, Unit 84  
Riverdale, MD 20737-1234  
Ph. 301-734-4981

**Eastern Region**  
USDA-APHIS-Animal Care  
2548-A Riva Road, #302  
Annapolis, MD 21401  
Ph. 410-571-8692

**Central Region**  
USDA-APHIS-Animal Care  
P.O. Box 6258  
Fort Worth Federal Center, Bldg. #11  
Fort Worth, TX 76115  
Ph. 817-885-6910

**Western Region**

USDA-APHIS-Animal Care  
9580 Micron Ave., Suite J  
Sacramento, CA 95827  
Ph. 916-857-6205





# APPENDIX B

## *Personnel*

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### Introduction

Use this appendix to identify the main roles and responsibilities that support detector dog activities in PPQ. The roles and responsibilities listed for the positions described are not all inclusive of the tasks performed by those who hold the positions.

PPQ's detector dog activities are managed within the regional structure by the RCPM's. Some work locations established a port canine coordinator to help direct the work of multiple detector dog teams. Personnel classifiers work with PPQ managers to review and to decide where port canine coordinators are needed.

At their assigned work location, the detector dog teams may be directed by a supervisor, manager, team leader, or port director. Supervisory and administrative support are provided through normal PPQ channels.

Those who support detector dog activities in PPQ hold the following positions:

- ◆ Canine officers (dog handlers)
- ◆ Port canine coordinators
- ◆ Co-workers (nonhandlers)
- ◆ Local managers (supervisors, team leaders, port directors)
- ◆ RCPM's
- ◆ National canine instructors
- ◆ NCPM
- ◆ National Safeguarding Team (NST)

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## Canine Officers (Dog Handlers)

Following are the major responsibilities of canine officers organized by these categories:

- ◆ Managing of Detector Dogs
- ◆ Training of Detector Dogs
- ◆ Public Awareness and Communication
- ◆ Reporting and Documentation



In addition to other GS-436 performance elements, the following are examples of detector dog performance elements related to detector dog activities which can be used in part or modified for work unit utilization. These elements are included only as an example and should not be construed as mandatory core elements.

Some performance elements may combine various aspects of maintaining a detector dog or may be separated into more specific elements.

The port directors are responsible for delegating and implementing performance standards based on Department, Agency, and contractual requirements. Contact an employee relations specialist and/or RCPM for assistance in updating and/or revising performance standards for canine officers.

### Managing of Detector Dogs

Quickly detect any deviation in a dog's behavior and is able to correlate it with the dog's productivity. Is sensitive to a dog's health and is able to detect signs of illness in order to get immediate medical attention, if necessary. Maintain good animal welfare standards including the proper health program, environment, diet, and housing.



Utilize the detector dogs in innovative ways and work for maximum periods on flights where a dog is most useful in detecting quarantine material interceptions (QMI's). Review flights and coordinate with supervisors to determine which flights will be worked. Is diligent in following up on positive and negative responses. Keep dogs on leashes or in kennels at all times unless in secure, fenced-in areas.

Display support for improved customer service and finds ways to improve the detector dog activities.

Is able to work independently with little or no direct supervision.

### Training of Detector Dogs

Maintain the motivation of their dog and conduct appropriate training. Procure, use, and maintain training aids and supplies for the ongoing training of detector dogs in order to increase their proficiency. Set up an area with the proper environment to conduct training and follow standard operating procedures at all times. Provide technical assistance to peer canine officers in order to overcome problems that may exist in the proficiency and deployment of their detector dogs.

### Public Awareness and Communication

Communicate to schools, public groups, and/or other parties requesting information on the Beagle Brigade and PPQ programs. Structure each presentation to meet the needs of the benefiting group.

Actively develop a network of contacts that results in demonstrations that highlight PPQ's mission and detector dog activities. Establish and maintain effective relationships with print and broadcast media representatives.

Maintain adequate stock of outreach information (i.e. postcards, bookmarks, coloring books, etc.) that serves to expand understanding and awareness. Order outreach information through the RCPM and order information for demonstrations from LPA.

When queried by passengers, promote public awareness of PPQ's mission.

### Reporting and Documentation

Keep daily records of inspectional activities, control measures, applied regulatory procedures, cost effectiveness, detector dog behavior, detector dog health, and detector dog proficiency.

Complete monthly narrative and statistical reports on detector dog activities. Prepare and submit in a timely manner legible, accurate, and complete documents as required in all phases of work with little or no direct supervision.

(Refer to *Appendix G, Reporting and Documentation*, for samples of the records maintained by canine officers.)

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## Port Canine Coordinators

Port canine coordinators:

- ◆ Oversee detector dog activities for a work location. Provide technical direction to port canine officer(s) and to local management. Serve as the primary liaison on detector dog activities with local management, the RCPM, State officials, other local Federal agencies, industry, educational institutions, and other interested parties.
- ◆ Train dogs upon request from the RCPM and NDDTC.
- ◆ Provide technical guidance to port detector dog team(s) as follows:
  - ❖ Assign and review daily work activities of detector dog team(s).
  - ❖ Conduct meetings at least once a month, and provide port directors with a summary of each meeting.
  - ❖ Evaluate detector dog activities as part of the overall pest exclusion program, and recommend daily protocol to port directors.
  - ❖ Work with the RCPM to assess and refine the detector dog activities.
  - ❖ Schedule proficiency training for the detector dog team(s), and provide a report to port directors.
  - ❖ Ensure that all needed supplies are available.
  - ❖ Schedule public relations events involving detector dogs, and coordinate outreach activities with public awareness officer.
  - ❖ Keep port director informed in advance of detector dog schedules.
  - ❖ Receive monthly reports from other detector dog team(s), and review and consolidate them into one report for port directors.

---

## Co-workers (Nonhandlers)

Coworkers:

- ◆ Understand and cooperate with local operational procedures established for detector dog activities.
- ◆ Periodically assist a canine officer in baggage inspection to which a detector dog responds on the spot. This assistance may be incorporated in a rotating position.
- ◆ Help new canine officers with on-the-job secondary inspection.
- ◆ Realize that new detector dog teams and experienced teams with a 2-week or more period of inactivity will initially send to secondary inspection many responses that may not yield agricultural seizures. Improvement of reliability is indicated with regularity of detector dog work.
- ◆ Hold declarations for new canine officers to review, if possible.

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## Local Managers (Supervisors, Team Leaders, Port Directors)

The major responsibilities of local managers related to detector dog activities are organized by these categories:

- ◆ Implementing Detector Dog Teams
- ◆ Managing and Training Detector Dogs
- ◆ Public Awareness and Communication
- ◆ Utilizing Detector Dogs
- ◆ Reporting and Documentation

### Implementing Detector Dog Teams

Local managers:

- ◆ Request that feasibility studies to be conducted by an RCPM.
- ◆ Select new canine officers, with input from port canine coordinators and RCPM's.

### Managing and Training Detector Dogs

Local managers:

- ◆ Select and approve kennels. All kennel requirements should be met in selecting a kennel. Choose a kennel, along with canine officers, port canine coordinators, and the RCPM's.
- ◆ Ensure that kenneling and sanitization standards are being met. Visit the kennel at least twice a year.

- ◆ Select a veterinarian, along with canine officers, port canine coordinators, and the RCPM's.
- ◆ Review scheduling to ensure that adequate time is given to canine officers for veterinary and kenneling appointments.
- ◆ Ensure that canine officers are taking care of their detector dogs. Monitor and observe that canine officers: groom their dogs, routinely feed their dogs; maintain feeding schedules; follow health care schedules and maintain records; effectively handle injured or ill dogs; conduct daily health checks; routinely schedule dental care and health care visits; and monitor the service provided by veterinarians and their facilities.

### Public Awareness and Communication

Local managers:

- ◆ Direct detector dog activities at their work locations and keep the RCPM informed.
- ◆ Work with canine officers before and during news media presentations and demonstrations.

### Utilizing Detector Dogs

Local managers:

- ◆ Orient canine officers to the work location and to PPQ.
- ◆ Communicate to all personnel at the work location about the search procedures, training, and techniques used by detector dog teams to ensure effective feedback about referrals made by the detector dog teams. Provide input on the performance and proficiency of detector dogs.
- ◆ Facilitate understanding and support. Local managers may communicate to U.S. Customs, Immigration, Public Health, and port personnel about the operational procedures of detector dog teams.
- ◆ Encourage and allow canine officers to work with RCPM's or port canine coordinators to develop different inspection techniques unique to local working environments. One year of experience is mandatory before detector dog teams can assess new areas to work, i.e., post office, cargo.
- ◆ Facilitate understanding and cooperation among the local work force by periodically assigning rotating PPQ officers or technicians to assist canine officers in inspecting flights during baggage inspection and allowing PPQ officers or technicians to assist in on-site training of detector dogs.

- ◆ Support canine officers when questions are asked about inspection techniques, PPQ officer involvement, and feedback about referrals. Support canine officers if conflict arises about the use of detector dog teams, when canine officers are correct. Establish jurisdiction boundaries for the work location, i.e., flights worked, tour of duty, seized items on the floor.
- ◆ Establish a work schedule for detector dog teams that will take advantage of international traffic (flights, mail, cargo) that best uses detector dogs, based on the results of feasibility studies and other port activities. With canine officers determine targeted flights within this timeframe.
- ◆ Support training activities required of detector dog teams by allowing the time, the equipment, and the supplies necessary to maintain the proficiency of detector dogs.
- ◆ Provide vehicles to transport detector dogs from the kennel to the work site and other detector dog activities. In conjunction with RCPM's and port canine coordinators, ensure that canine officers are adhering to safety requirements of vehicles.
- ◆ Allow travel time to and from kenneling, veterinary appointments, and periodic trips to purchase dog food, training supplies, etc.

### Reporting and Documentation

Local managers:

- ◆ Ensure that canine officers properly document daily activities and prepare monthly reports.
- ◆ Ensure accuracy and timeliness of reports from canine officers.
- ◆ Send documentation to port directors and RCPM's.

Refer to *Appendix G, [Reporting and Documentation](#)*, for samples of the records maintained by canine officers.

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## Regional Canine Program Managers (RCPM's)

### RCPM's:

- ◆ Manage detector dog activities for the region by establishing and implementing national goals and objectives for detector dog activities. Maintain systems to monitor regional activities, to identify problems, to provide solutions, and to report actions.
- ◆ Provide expert and technical advice about such topics as regional and national guidelines, limits of detector dog team utilization, and scheduling effectiveness.
- ◆ Ensure canine officers meet established national procedures in order to maintain a high level of proficiency in the detector dog teams in the region.
- ◆ Conduct site visits to gather information and provide support to port directors, port canine coordinators, and canine officers in order to improve detector dog activities and procedures. Must visit work locations at least once a year; additional visits are scheduled as needed.
- ◆ Conduct feasibility studies within the region, recommend detector dog utilization to the appropriate managers, and assist the NCPM in performing feasibility studies in foreign countries.
- ◆ Provide technical advice about hiring canine officers, selecting veterinarians, and choosing kennels.
- ◆ Collect, review, and evaluate monthly statistical and narrative reports from the detector dog teams within the region. Prepare quarterly regional reports for interested parties at the regional and national levels.
- ◆ Retire detector dogs.
- ◆ Participate in work force planning and future trends and direction for detector dog activities by evaluating statistical analyses and visual observations, identifying and establishing trends, maintaining statistical records, and knowing the proficiency of detector dog teams.
- ◆ Assess new areas to work detector dog teams.
- ◆ Handle administrative concerns related to managing detector dog teams, such as purchasing field-supplied equipment, acquiring kenneling and veterinary services, arranging for logistics, and preparing justifications.
- ◆ Assist the NDDTC in procuring detector dogs.

- ◆ Ensure that the regional public awareness efforts effectively utilize the Beagle Brigade to convey the PPQ mission to the public. Duties related to public awareness are arranging for and conducting interviews and providing printed information and electronic media.
- ◆ Conduct validation tests on detector dog teams within the region.
- ◆ Work with local managers to schedule training for new detector dog teams. Conduct field-delivered training to correct identified problems as outlined in a training plan prepared by NDDTC.
- ◆ Serve as a member of a detector dog team when not performing regional duties to maintain proficiency. In this capacity, all roles and responsibilities of canine officers would apply to RCPM's.

---

## National Canine Instructors

The national canine instructors:

- ◆ Procure detector dogs; give final approval of selected dogs.
- ◆ Conduct feasibility studies when requested by the region and/or foreign government through the NCPM.
- ◆ Conduct training of detector dogs before canine officers arrive at NDDTC. This training includes protocol training on specific meat and fruit products (target odors) and nontarget odor training. Then conduct training of detector dog teams including: basic conditioning and commands, adaptation, and exposure to work location environments and detection work.
- ◆ Conduct Basic Canine Officer Training (BCOT).

- ◆ Support work locations that have detector dog teams by:
  - ❖ Conducting installation training at their assigned work location. This training is usually conducted for both BCOT and replacement training 2–6 weeks after canine officers leave NDDTC.
  - ❖ Providing a detailed training outline for canine officers to follow based on observations during installation training. The outline should highlight details relating to the work locations and the abilities and performance of the detector dog teams.
  - ❖ Providing constructive feedback to canine officers relating to training procedures and problems for the first 6 months after leaving NDDTC. (This timeframe may be extended by any party of interest.)
  - ❖ Providing technical assistance and validation testing upon request.
  - ❖ Participating in port reviews upon request from a region.
- ◆ Report progress of training of all detector dog teams.
- ◆ Conduct validation testing at NDDTC.
- ◆ Maintain training supplies and equipment at NDDTC. This responsibility includes acquiring and maintaining:
  - ❖ Uncontaminated baggage (hard- and soft-sided), cardboard boxes, and paper bags
  - ❖ Target items (meat, fruits, and vegetables)
  - ❖ Nontarget items typical of flights to be encountered at the assigned work location of the detector dogs
  - ❖ Veterinary and kenneling services
  - ❖ Dog food, leashes and leads, collars, reward pouches, crates, etc.
- ◆ Develop and maintain training materials, such as instructor guides, handouts, exercises, tests, and evaluation instruments.

---

## **National Canine Program Manager (NCPM)**

The NCPM:

- ◆ Ensures and promotes consistency in national detector dog operations.
- ◆ Provides assistance upon regional requests in detector dog issues.



- ◆ Represents detector dog activities at national and international meetings. Serves as a member of NST.
- ◆ Develops national policy for detector dog activities.
- ◆ Conducts or participates in changes to work location activities.
- ◆ Conducts assessment of training needs at local, regional, and national levels.
- ◆ Directs the training for detector dog teams at NDDTC.

---

## **National Safeguarding Team (NST)**

NST:

- ◆ Provides program support, reviews detector dog activities, and interprets policy. Assistance from other staffs is available through NST.
- ◆ Provides regional and national policies.





# APPENDIX C

## *Beagle History and Trivia*

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---

### Introduction

Use this appendix to learn about the beagle breed and trivia about beagles. The information was gathered by Sandy Seward, national canine instructor, for the purpose of informing new canine officers about the history of the beagle breed.

---

### Characteristics

#### Country of origin:

Great Britain

#### Height/weight:

Two sizes—up to 13", or 13"–15"

#### Head:

Broad, slightly domed head with a medium length, square-cut muzzle and moderately low-set ears that are rounded at the tips

#### Coat:

Short to medium length hair that is smooth and dense

#### Body:

Short, compact, and strong

#### Color:

Tricolor (the most common), red and white, lemon and white, black and white (very rare), and more. Tricolor is a black back and sides, white legs, chest, and belly, with a tan head and tan around the edges of the black. Tricolor puppies are born black and white, and the tan develops as the puppy grows.

**Tail:**

Moderate length that is carried high and gaily, but not curved over the dog's back

**Attitude:**

Friendly, good with children, older people, and other animals

**Character:**

Cheerful, gentle, trustworthy, courageous

**Life span:**

15–18 years

**Activity level:**

High, requiring daily exercise and companionship

**Appetite:**

Ravenous. If allowed, a beagle will eat itself into obesity. Must keep a close watch on their diet.

**Registry:**

American Kennel Club (AKC) group, hound

**Function:**

Hunter

**Intelligence:**

High

**Trainability:**

Moderate, requiring patience and kind discipline

---

## History<sup>1</sup>

Research indicates that hounds are the ancestors of today's beagle. They come from the Greeks as far back as 400 B.C. The popularity of beagles helped them to become established in ancient Britain around 200 A.D.

---

<sup>1</sup> "Lovable Rascals," Dog Fancy Magazine, Virginia Parker Guidry. "Beagles," Ellen Parr and Sharon Reid. 1995-98. <http://www.k9web.com/dog-faqs/breeds/beagles.html>. Version 3.2, updated 5-15-98.

The beagles' predecessors were noted as being popular in England when the Forest Laws of King Canute were drawn up in 1016 A.D. The breed remained popular with the British monarchy in the 13th and 14th centuries. By the 14th century, Beagles existed in Britain, Italy, Greece, and France.

Large, white hounds, called Talbots, were brought to England from France in 1066 during the Norman Conquest and are believed to be the ancestors to the southern hound, the beagle, and the foxhound. The results from the efforts of generations of diligent breeders was a small, capable dog with a keen nose and an endurance for tracking. Beagles remained in England, Ireland, and Wales and were used by farmers who kept packs to hunt with. In the 1800's, breeders began lines of beagles that not only could hunt, but looked attractive, too.

Beagles were imported into the United States in 1876. They were accepted as a breed by the American Kennel Club (AKC) in 1884. The National Beagle Club was formed in 1888. The beagle's popularity as a companion did not increase until the early 1950's.

---

## Trivia

- ◆ The name, beagle, comes from the French word *beigle*, which means small. The name is appropriate because beagles are the smallest of hounds.
- ◆ Huntsmen of the 18th century often worked with small beagles that could fit in their hunting coat pockets.
- ◆ Like most scent hound breeds, beagles have big floppy ears to funnel scent into the nose when their head drops.
- ◆ The tip of the beagle's tail is traditionally white. This white tip serves as a means of locating the dog in tall fields as they hunt.
- ◆ The beagle's stubborn streak, ravenous appetite, and tendency to wander after interesting scents require early obedience training and constant containment with leash or kennel.
- ◆ The beagle's heritage is primarily as a pack hound. A special term, *beagling*, was used to describe the act of hunting small game on foot with a pack of beagles. Today, the term beagling is often used by breeders to describe any activity involving the breed.
- ◆ Beagles are good family pets because they make the family their pack.
- ◆ The beagle has remained in the AKC's top 10 for many years and rose to number one during the 1950's.

- ◆ Beagles are still used by individuals for hunting, but organized field trials are popular among beagle enthusiasts, as well as showing.



# APPENDIX D

## *Equipment*

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### Introduction

In this appendix are further descriptions and explanations of the equipment and supplies listed under the [Equipment](#) section and those mentioned in other sections of the manual. The items are listed alphabetically.

---

### Collars

Collars for detector dogs may be nylon or leather. They must be black, forest green, or brown. See [FIGURE D-1-1](#). Collars that buckle or snap adjust to a fixed size. They are designed not to tighten around a dog's neck, but they will tighten if the dog is pulling. See additional information which follows about martingale, slip, leather, and nylon collars, as well as directions on how to make an emergency Elizabethan collar.



**FIGURE D-1-1: Collars Worn By Detector Dogs**

### **Elizabethan Collar**

An Elizabethan collar is used to prevent a dog from licking or chewing itself, or pawing at and rubbing its face after an injury before you can get it to the veterinarian. See **FIGURE D-1-2**. You can make an emergency Elizabethan collar by cutting the bottom out of a plastic planting pot. It should be large enough to just slip over the dog's head. Cut four holes in the pot and slip a strip of gauze through each hole. Secure the emergency Elizabethan collar to the dog's collar, using the gauze strips and tape. If the dog is not wearing a collar, create a makeshift collar with a piece of gauze tied loosely around the neck.



**FIGURE D-1-2: Emergency Elizabethan Collar Made From a Plastic Planting Pot**



### Martingale Collar

A Martingale collar is a fixed or modified slip collar. It will only slip to a point that you adjust. The collar fits so you can keep it looser on the dog, yet the dog cannot back out of it. (See **FIGURE D-1-3**).



FIGURE D-1-3: Martingale collar

### Slip Collar

A slip collar is designed to tighten around the neck of the dog when pressure is applied through the leash. Slip collars can be metal chain, leather, or nylon. (See **FIGURE D-1-4**).



Only use these collars during training exercises. **Never use a slip collar during passenger clearance, and never use them around the general public.**



FIGURE D-1-4: Slip Collar

### How to Place a Slip Collar on a Dog

1. Put your leash clip on the top ring. Hold the slip collar in a vertical position, and drop the chain through the bottom ring.
2. With your dog in front of you, slip the collar over the dog's head. The ring with the leash clip should be the ring that moves. To check it, gently pull the lead and release. The collar should tighten and immediately loosen (see **FIGURE D-1-5**).

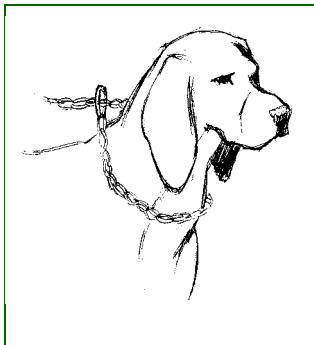


FIGURE D-1-5: Correct Way to Place a Slip Collar

3. If the lead does not loosen, it is on upside down. Take the collar off and turn it over (see **FIGURE D-1-6**).

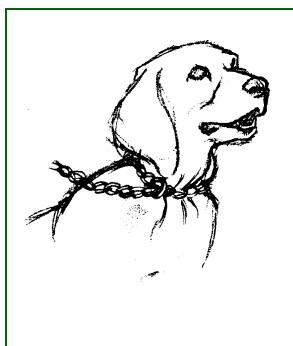


FIGURE D-1-6: Incorrect Way to Place a Slip Collar

### Leather Collar

Give regular care to the metal buckle and “D” ring on the collar to avoid rust along the edges and where metal joins the leather. Also, apply a leather conditioner or saddle soap to the outside of the collar.



Sometimes the leather collar will stain the dog's neck, especially after oiling the collar.

### Nylon Collar

Nylon collars must be black, forest green, or brown. Inspect nylon collars for excessive fraying. Check the plastic snaps for splits, cracks, or breaks. To clean nylon collars, wash them in a washing machine.

---

## Crates/Portable Kennels

There are two types of enclosures used to house a detector dog while working, and they are considered a detector dog's secondary residence. One is a wire crate, and the other is a portable kennel. See **FIGURE D-1-7** and **FIGURE D-1-8**. Wire crates are recommended for transporting detector dogs in vehicles, allowing for greater air circulation. Portable kennels are used to ship detector dogs. Wire crates or portable kennels can be used to house detector dogs between flights.

The approximate size of a crate or portable kennel must be large enough for the dog to comfortably stand up, lie down, and turn around. Crates and portable kennels must have a solid floor. See the definition of secondary residence in the [Glossary](#).



Never use a portable kennel if the structural integrity of the kennel has been compromised in any way.



**FIGURE D-1-7: Wire Crates Used for Detector Dogs**



**FIGURE D-1-8: Portable Kennels Used for Detector Dogs**

### **Crate Pads**

Detector dogs need crate pads to reduce injuries. They also can keep a dog more comfortable and off the hard floor.



Some dogs chew their crate pad. Be observant and if your dog chews its pad, give the dog chew toys. If that does not work, remove the crate pad.

## First Aid Kit

Canine officers are responsible for maintaining a fully-stocked first aid kit and ensuring it is accessible for first aid and emergency care of their detector dogs. Contact your port canine coordinator or RCPM to replace used or expired items. New canine officers receive a first aid kit during BCOT at NDDTC. Following is a list of items in the first aid kit (see **FIGURE D-1-9**).

- ◆ Blunt-tipped scissors
- ◆ Magnifying glass
- ◆ Tweezers
- ◆ Thermometer
- ◆ Gauze bandage rolls
- ◆ Gauze pads, sterile non-stick
- ◆ Cotton balls, rolls, swabs
- ◆ Adhesive tape (coflex)
- ◆ Alcohol prep pads
- ◆ Cold pack
- ◆ Gloves
- ◆ Antibiotic ointment
- ◆ Iodine prep solution
- ◆ Providone—Iodine ointment
- ◆ Eye wash
- ◆ Blanket (not in the kit)
- ◆ Muzzle (not in the kit)
- ◆ Soft, nylon rope for emergency leash (not in the kit)



FIGURE D-1-9: First aid kit supplied by NDDTC

---

## Grooming Kit

Each grooming kit contains a brush, comb, nail clippers, and other similar items used to remove shedding hair and to maintain nails. Which tools to use will depend on each dog's type of hair and skin (see **FIGURE D-1-10**). Also needed are an ear cleaner, shampoo, and styptic powder.

Some dogs will have specific needs that may require different grooming supplies. Consult with your RCPM for more information.



FIGURE D-1-10: A Variety of Grooming Tools

## Jackets

The detector dog's uniform is an official, green jacket that must be worn when working passenger clearance and when present at an official event. Jackets are issued at NDDTC during BCOT. If additional jackets are needed, contact your RCPM.

## Leashes (Regular and Retractable)

A regular leash is used while working a detector dog, and a retractable leash is used to exercise a detector dog. The detector dog should be on a leash when it is not kenneled or in a crate (see [FIGURE D-1-11](#)).

A regular leash may be nylon, cotton, or leather. Leashes must be black, forest green, or brown. Their length should not exceed 6'.



Never use a retractable lead while working the dog.

Daily inspect the metal snap on a leash, because the spring in the snap can become faulty. Strain will cause the curved portion of the snap to pull out of shape. Keep the snap free of rust. Daily inspect the leash for cuts, wear, tear, and oil it frequently.

To condition leather, use saddle soap or a leather conditioner. Take care when conditioning leather. Excessive leather conditioner or saddle soap can cause the leash to stretch until it becomes unsafe. To clean nylon or cotton leashes, wash them in a washing machine.

A retractable leash may be used to exercise a detector dog in uncrowded areas. This allows the dog to run and get exercise while still on a retractable leash.



When exercising the dog, never drop the retractable lead because it will fly back and hit the dog.



**FIGURE D-1-11: Leashes (Regular and Retractable)**

---

## Refrigerators

A refrigerator is required to store target and nontarget items used for training. It is recommended that there be 2 refrigerators—1 to store target items, and the other to store nontarget items.

Additionally, air-tight containers are required to store items in the refrigerators. Mark the containers, and only store items in each container as marked. For example, store citrus in one container, apples in another, cheeses in another, breads in another, etc.



## Reward Pouch

A reward pouch is required to store treats or food rewards for a detector dog. Reward pouches are supplied by NDDTC during BCOT. Canine officers wear the reward pouches on their belts.

If a pouch needs to be replaced, contact your RCPM. Note that fanny packs work well. They must be black and plain with no fancy stitching or color, and can be leather, nylon, or vinyl (see **FIGURE D-1-12**).



FIGURE D-1-12: Reward Pouch

---

## Suitcases, Boxes, and Contents

A supply of hard suitcases, soft suitcases, handbags, and boxes, along with clothes, shoes, and target and nontarget items to fill them are required for proficiency training. Suitcases, handbags, and boxes used to hold target items and those used to hold nontarget items need to be stored separately. Clothes and other items are needed to fill the suitcases.

Each work location where there is a detector dog team, maintains a supply of at least 50 suitcases, with at least 40 percent of them (20 suitcases) being soft-sided. Include in this supply 10 handbags (purses or small, carry-on bags). Additionally, maintain 25 boxes.



Be aware of any second-hand suitcases, bags, and boxes you may procure from thrift shops, etc. These secondhand items may have a residual odor because of what they were used for in the past, such as holding food. If you do not know the origin of a suitcase, bag, or box and the dog continues to respond to it, then throw it away.



Canine officers are creating passenger baggage for training exercises. Therefore, the suitcases and handbags should be filled with anything encountered on the passenger clearance floor.

Maintaining this supply ensures the highest level of stimulation when training detector dogs, which in turn helps to maintain a high level of proficiency.

---

## Vehicles

Safe vehicles and equipment are required to transport detector dogs. A port canine coordinator or the RCPM, in conjunction with local management, is responsible for ensuring that a canine officer adheres to the safety requirements of a vehicle. Following are the safety requirements of vehicles and equipment used to transport detector dogs. The list is periodically reviewed and approved by the APHIS National Safety and Health Committee.

- ◆ Properly working air conditioner and heater, as dictated by climate. Air conditioners and heaters are mandatory. Rear air conditioning is highly recommended. Do not use a vehicle without air conditioning to transport a dog if the temperature is above 85 °F. Before placing a detector dog in a vehicle, allow the vehicle to cool down (or warm up).
- ◆ Tinted windows that are fully functional. Tinted windows reduce solar convection.
- ◆ Alternative power source such as a battery to operate equipment, such as phones or fans.
- ◆ Wire crate to house the dog in a vehicle.
- ◆ First aid kit for dogs and humans. Kits are supplied by NDDTC to new canine officers. The RCPM's or port canine coordinators maintain the kits by routinely monitoring supplies and replacing expired and used items. See [First Aid Kit](#) for a list of items in one.
- ◆ Fire extinguisher.
- ◆ Vehicle maintenance performed according to GSA and APHIS standards.

- ◆ **Communication device for emergency use, as dictated by the region or work location depending on the local circumstances and distances between the kennel and work sites (e.g., cellular phone, etc.).**





# APPENDIX E

## *Shipping and Daily Transporting Detector Dogs*

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---

### Daily Transporting Detector Dogs

PPQ is responsible for providing vehicles to transport detector dogs from the kennels to work sites, to other canine activities, and to return to the kennels. It is the responsibility of canine officers to maintain the vehicles.

Vehicles should be large enough to transport detector dogs in traveling crates along with the support equipment and sufficient space for air circulation. The best vehicles for transportation are minivans or utility vehicles.

Vehicles should be assigned permanently to detector dog activities, as long as these activities are being performed. At work locations where there are more than one detector dog team (a canine officer and a detector dog), a vehicle should be assigned to each team.

Parking should be designated in official areas as close as possible to the inspection area to facilitate unloading and loading of the detector dogs and support equipment. Vehicles may be parked at kennels if there is a time savings and the security of the vehicles justifies the action. Port directors should make the final decision.

Refer to [Appendix D](#), Equipment, under [Vehicles](#) for a list of safety requirements for vehicles.

## Shipping Detector Dogs

Detector dogs can be shipped to their assigned work locations or to temporary locations to participate in temporary duty (TDY) assignments or advanced training. While being transported, detector dogs are protected by the AWA. Therefore, it is critical when shipping detector dogs, that they are transported in full compliance with the AWA.

It is the responsibility of canine officers to ensure that all safety conditions are met for shipping detector dogs. Refer to [Appendix D, Equipment](#), for safety requirements for crates and portable kennels.



Not all airlines transport dogs.

### Before Shipping

1. Within 10 days of travel, get a health certificate and letter of acclimation from the dog's veterinarian. Ask the veterinarian to provide any required vaccination or treatment. The letter of acclimation is a statement on the veterinarian's letterhead attesting that the dog is healthy and capable of becoming accustomed to a new environment or situation, such as air travel.

For trips to Hawaii, U.S. Territories, and certain foreign governments, you must check on any quarantine or health requirement needed for arriving animals at least four weeks in advance. Use **Table 5-2-1** to find out where to check.

**Table 5-2-1: Where to Check About Needed Quarantine or Health Requirements for Arriving Animals**

For information on requirements for:	Contact:
Hawaii <sup>1</sup>	Your State veterinarian's office or local Veterinary Services
U.S. territories: Puerto Rico, U.S. Virgin Islands, and Guam	
Foreign countries	The appropriate embassy, governmental agency, consulate, or NDDTC

<sup>1</sup> Consult Hawaii's Department of Agriculture at 808-483-7151 for information about pre- and post-arrival requirements, quarantine station procedures, policies, rules, operations, and fees.

2. When making airline reservations, do the following:
  - A. Use direct flights, whenever possible, to avoid accidental transfers or delays.

- B. Travel on the same flight as the detector dog, whenever possible.
  - C. A detector dog traveling by air without an accompanying handler will do so by using a Government bill of lading or a Government issued credit card.
  - D. In the summer, choose early morning or late evening flights to avoid temperature extremes that may affect the dog.
3. Contact the airline to determine if additional requirements are to be met. Arrange for the detector dog to travel in the cargo compartment of the plane. Reconfirm with the airline 24–48 hours before departure that you are transporting a detector dog.



Airlines reserve the right to refuse to carry an animal for any reason.

4. The portable kennel must meet airline standards and requirements. Call the airlines or consult the AWA for the minimum standards for identification, sanitation, size, strength, and ventilation. The size of the portable kennel must be big enough for the dog to comfortably stand up, lie down, and turn around.



Never use a portable kennel to ship a detector dog if the structural integrity of the kennel has been compromised in any way.

### During Shipping

- 1. Present the detector dog for transport at the airline cargo terminal no more than 2 hours before flight time.
  - A. If you are traveling with the dog, verify with the flight crew that an animal is on board the aircraft prior to departure.
  - B. If you are not traveling with the dog, call the party receiving the dog and let them know the dog was sent.
- 2. Carry a leash with you so that you may walk the dog before check-in and after arrival. Do not place the leash inside the kennel, and do not attach it to the outside of the kennel (the dog may chew it).
- 3. Carry a current photograph of the detector dog. If the dog is accidentally lost, having a current photograph will make the search easier.

## **After Shipping**

1. If you are not traveling with the dog, ask the receiving party to call when the dog arrives.
2. If the dog should turn up missing during transport, immediately speak to airline personnel.
3. If the dog is not found, proceed with the following steps:
  - A. Contact animal control agencies and humane societies in the local and surrounding areas. Check with them daily.
  - B. Contact APHIS, Animal Care regional office closest to where the detector dog was lost. (See Appendix A, [APHIS Contacts](#), for a list of regional office in Animal Care.)
  - C. Contact your RCPM and port director.
  - D. Provide descriptions and photographs to the airline, local animal control agencies, and humane societies. Help can also be sought from radio stations. Leave your telephone numbers and addresses with all these people or businesses should you have to return to your work location.



# F

Canine Manual



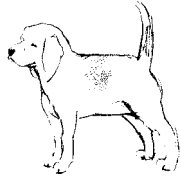
## APPENDIX F

### *Weight Rating*

The weight of an animal depends on several factors. Many veterinary nutritionists have illustrated weight ranges for dogs from very thin to obese. Keep in mind that the age of a dog will factor in to the ideal weight; as well as the body changes that occur when aging from adolescence to maturity. Like people, as a dog ages and matures, its body shape changes. For example, at about 2–3 years old a dog's rib cage springs out and its chest drops. Some dog's appearance changes considerably when this happens. Also, weight gain may accompany this change.

Use **Table F-1-1** on the following page to match the physical characteristics with your detector dog to determine if it is very thin, ideal, or obese. If the weight of your detector dog is other than ideal, consult with a veterinarian about a prescribed diet.

Table F-1-1: Determine the Weight Range of Your Dog

If the physical characteristics of your detector dog are:	Then consider your dog at a weight range of:
<ul style="list-style-type: none"> <li>◆ Ribs are easily felt with no fat cover</li> <li>◆ At the base of the tail, the bones are raised with no fat between the skin and bone</li> <li>◆ From a side view, there is a severe abdominal tuck</li> <li>◆ From an overhead view, there is an hour-glass shape</li> </ul>	<p>Very Thin. Consult with a veterinarian about a prescribed diet.</p> 
<ul style="list-style-type: none"> <li>◆ Ribs are easily felt with slight fat cover</li> <li>◆ At the base of the tail, there is a smooth shape where the bones can be felt under a layer of fat</li> <li>◆ From a side view, there is an abdominal tuck</li> <li>◆ From an overhead view, there is a well-proportioned lumbar waist</li> </ul>	<p>Ideal</p> 
<ul style="list-style-type: none"> <li>◆ Ribs are difficult to feel and are under a thick layer of fat</li> <li>◆ At the base of the tail, it is thick and difficult to feel the bones under a thick layer of fat</li> <li>◆ From a side view, fat hangs from the abdomen and there is no waist</li> <li>◆ From an overhead view, it is broad with no shapeliness</li> </ul>	<p>Obese. Consult with a veterinarian about a prescribed diet.</p> 



# APPENDIX G

## *Reporting and Documentation*

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---

### Introduction

The worksheets, forms, and documents mentioned in this manual provide the required statistical information to monitor accomplishments of detector dog activities on a national level.

Regional directors, RCPM's, or other local managers may desire additional information to be collected, recorded, and submitted by canine officers. The worksheets and directions for local or regional information will be provided by RCPM's or other local managers. Canine officers should add local worksheets and directions to this manual, as needed.

---

## Statistical Summary

### Purpose

Provide statistical information to monitor accomplishments of detector dog activities at all management levels.

All canine officers are responsible for recording detector dog activities. Some canine officers use worksheets prepared by their region or work location. The other worksheets have port-specific information. Canine officers should consult with their supervisors about additional or different information to record and/or specific worksheets to use.



Canine officers who work clearing postal material or border cargo use different worksheets to record their activities, because they need to record different statistics than what is needed to analyze proficiency in clearing passengers, pit baggage, and crew of international aircraft.

### Standard Statistics Recorded

Regardless of how the information is recorded, some of the standard statistics are as follows:

1. Number of days the detector dog team worked.
2. Number of flights screened.
3. Number of passengers screened.
4. Total number of responses—includes false and positive responses.
5. Number of positive responses—those that result in a seizure of prohibited agricultural items, and of similar but enterable agricultural items that are not nontarget material. Positive responses also include residual odors—when a target item was present in the container but is no longer there within a reasonable period.
6. Number of responses with seizures—those that result in a seizure of prohibited agricultural items.
7. Number of quarantine material interceptions (QMI's)—plant (vegetative materials including fruits, vegetables, and plants), animal (products of animal origin including pork, beef, poultry, milk products, skins, feathers, manure, etc.), and weight of the animal QMI's (in kilograms).

8. Number of seizures—responses with seizures of prohibited agricultural items in handbags (baggage handcarried on the aircraft by the passengers), pitbags (checked-in luggage, suitcases, duffel bags, boxes—wooden or cardboard, or in any other large receptacle), and crew.
9. Number of penalties, and total of fines (optional).
10. Percentage of accurate responses (calculation).

For the distribution of the statistical summary, see [Distribution of Operational Reports](#).

---

## Narrative Report

### Purpose

The report provides information that cannot be recorded and conveyed in statistical summaries. Canine officers are responsible for writing monthly and end-of-year narrative reports to accompany the statistical summaries that go to their supervisors.

A narrative report may include the following topics. This list is not all inclusive and can be modified to serve local needs.

- ◆ Demonstrations and other public awareness activities
- ◆ Reportable pest interceptions on the Canine Interception Log for Significant Pests (see [FIGURE G-1-2](#))
- ◆ Update on maintenance of medical records
- ◆ Working highlights
- ◆ Completed training

Refer to [FIGURE G-1-1](#) for an example of a cover memorandum canine officers can use to send monthly reports to their supervisor. Some canine officers may include their narrative reports within the memorandum or as an attachment.

For the distribution of the narrative report, see [Distribution of Operational Reports](#).

**Subject: Detector Dog Activities Monthly Report for July 1999**

**To: Supervisor**

Here is the monthly report of detector dog activities performed in July 1999.

1. Monthly statistical summary
2. Narrative report
3. Interception log of significant pests

PPQ Canine Officer

cc:  
Port Director  
Regional Canine Program Manager  
NDDTC (only for first 6 months after graduating from BCOT)

FIGURE G-1-1: Example of a Memorandum to Send Monthly Reports

---

## Canine Interception Log for Significant Pests

### Purpose

The log provides information about significant or actionable pests intercepted by detector dog teams. This information accompanies the statistical summaries and the narrative reports submitted by canine officers.

Refer to **FIGURE G-1-2** for a sample of an interception log that can be used by canine officers to record the necessary information about significant or actionable pests intercepted by their detector dog. The information includes the following:

1. Pest—Order, family, genus, species. Record the identification down to the most specific name.
2. Host—Record the scientific name of the host material.
3. Number of interceptions.
4. Country of origin—Record the origin of the host material, which may not be the origin of the flight.
5. Number of the PPQ Form 309 submitted with the interception



RCPM's use the interception logs to prepare their quarterly and end-of-year reports for the regional directors with copies that go to the following:

1. Regional program managers
2. NCPM
3. Port directors
4. SPHD's
5. Canine officers
6. Courtesy copies to other RCPM's and LPA

---

## Baggage Information Data (PPQ Form 277)

### Purpose

Some work locations use PPQ Form 277, Baggage Information Data, to record daily activities performed by detector dog teams as a way of tallying the standard statistics for the monthly and end-of-year summaries and narrative reports. Refer to the standard statistics recorded for the *Statistical Summary*.

Basic information recorded is:

- ◆ Date
- ◆ Work site, such as airport, post office, and cargo
- ◆ Number of flights, passengers, bags, crew, and boxes screened
- ◆ Total number of responses—includes false and positive responses
- ◆ Number of positive responses
- ◆ Number of responses with seizures
- ◆ Number of quarantine material interceptions (QMI's)—plant, animal, and weight of the animal QMI's (in kilograms)

Canine officers should consult with port canine coordinators, supervisors, and/or RCPM's to find out the local procedures for tallying daily activities for detector dog teams. Otherwise, utilize the form to meet your needs. Some canine officers record the following additional information:

- ◆ Penalties and fines
- ◆ Different responses, a new odor, or a residual odor
- ◆ Kind of response—crew, pit bag, false





## APPENDIX G: Reporting and Documentation

### Training Records

### EXAMPLE

[illegible]

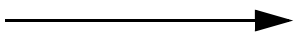
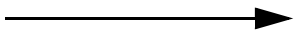

ANNOTATE CANINE TRAINING NARRATIVE ON BACK OF SHEET

**FIGURE G-1-4: Example of a Training Record for Target Odors**

## Completing Training Records

Use **Table G-1-1** to record the results of training for target and nontarget odors. Write a brief summary of the training results on the backside of the records.

**Table G-1-1: Symbols to Use When Recording Training Results for Both Target and Nontarget Odors**

When a detector dog:	And you:	Then enter the following symbol in the column under the odor being introduced:
Correctly responds to a target odor	Unassisted	+
	Verbally or physically assisted	⊕
Does not respond to a target odor	Committed no errors	-
	Committed an error during the search, i.e., you pull the dog from the source of the target odor	⊖
Is cued by you to respond (i.e., excessive eye contact between the officer and the dog when it is working the target odor)		i
Correctly ignores a nontarget odor		—
Falsely responds to a nontarget odor		

## Definitions

Other terms identified on the training records are defined below for your information.

**Trial** is the number of aids (target odors and nontarget odors) planted in a training exercise.

**Exercise** is an entire training problem containing blank bags, nontarget bags, and target bags. An exercise should take place in a controlled environment.

**Blank exercise** is a training problem containing NO target odors. Blank exercises can help identify whether or not a detector dog has a false response problem.

## Distribution

Canine officers send a copy of the training records along with their monthly narrative report to NDDTC only for 6 months after graduating from BCOT. After 6 months, canine officers should consult with their RCPM for guidance on sending training records. Keep the original training records on file with other pertinent information on the detector dog.

---

## Health Care Records

Health care records are those prepared and maintained by a veterinarian for detector dogs.

### Purpose

The records provide the health and medical history of the detector dogs.

### When and How to Maintain

Create a folder to hold the records. File them chronologically with the most recent date on top.

### Distribution

The health care records for each detector dog will be distributed as follows:

1. The original is maintained by the canine officer.
2. The canine officer forwards a copy of the health care records to the RCPM within 30 days of an office visit to a veterinarian.



If the record is illegible, the canine officer should prepare a typewritten version to go with the copy of the original record.

3. The RCPM reviews the health care records and forwards a copy to NDDTC.
4. NDDTC maintains a copy of the health care records on all detector dogs for 3 years after they are retired from service.
5. The original health care records are transferred with the dogs when they retire.

### Requests for Health Care Records

Direct all requests to NDDTC for health care records from external sources, such as the news media.

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## Temperament Test

To be developed.

---

## Installation Report

To be developed.





# APPENDIX H

## *Manual Maintenance*

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### Introduction

This appendix describes how APHIS-PPQ will support this manual. Also, here are directions for you to follow in maintaining the integrity of the Canine Manual issued to you.

---

### Issuing Revisions

APHIS-PPQ will revise the Canine Manual by distributing immediate updates received from the NCPM. We will schedule new editions at fixed intervals—at least every 5 years. If more than 50 percent of a section changes, we will issue a new section. We will not issue a new page solely to correct a minor typographical error. Errors will be corrected only when they would lead to an incorrect action. PPQ will issue all revisions as either “add a page” or “replace a page.”

---

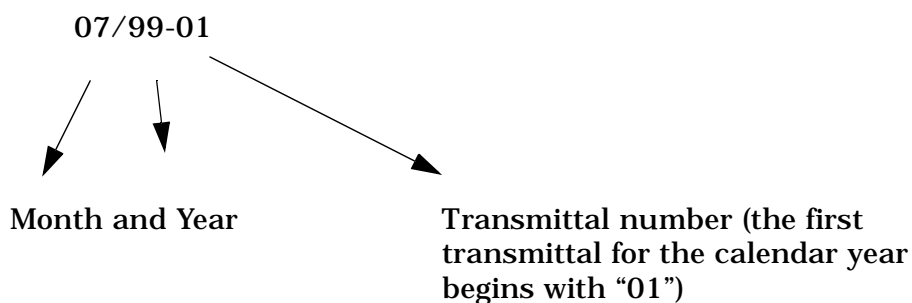
### Keeping Manuals Current

There are three ways to track revisions to this manual—the *Update Record*, transmittal memorandum, and control data.

The [Update Record](#) is on the back of the title page. Record in the *Update Record* all the transmittals you receive. If you miss a transmittal, the *Update Record* alerts you.

APHIS-PPQ will mail all revisions with a transmittal memo. The memos are numbered consecutively—allowing you to know if you have missed a transmittal. It is best to file these memos immediately to assure that you have received all the previous issuances.

Besides having numbered transmittals, each page in the manual has control data. This is positioned at the bottom of the page. The control data on the revised pages alerts you to whether you have the most up-to-date version. Please see the control data example below:



---

## Knowing What's Revised

The transmittal will explain the revision's purpose and give you directions for making the revision—adding or replacing pages.

Except changes to the index, APHIS-PPQ marks all revisions with arrows, (→) or change bars (|). Deleted material will be marked with angle brackets (>). If no other changes occur, material moved from the bottom of one page to the top of the next page will **not** be marked.

---

## Knowing Your Responsibility

To enhance professionalism, keep your Canine Manual current. Therefore, please do the following:

1. Read the revisions when you receive them.
2. Record your transmittal in the [Update Record](#).
3. Add or replace the revised pages the day you receive them.
4. If a practice exercise is included, complete it.
5. File transmittal memos in your manual.
6. If you miss a transmittal, order another one.



7. Let your RCPM know when PPQ's Manuals Unit has made an error. The RCPM will notify the NCPM.
8. Give your suggestions for improvements to your RCPM, who in turn will notify the NCPM.

---

## Ordering Manuals

The NCPM, in partnership with PPQ's Manuals Unit, is responsible for maintaining and distributing the Canine Manual.

Contact the NCPM:

USDA, APHIS, PPQ  
National Detector Dog Training Center  
Orlando, FL 32824  
Attn: Lisa Davis  
Ph: 407-816-1221  
FAX: 407-816-0690  
E-mail: lisa.davis@usda.gov

Contact PPQ's Manual Unit:

USDA, APHIS, PPQ  
7340 Executive Way, Suite A  
Frederick, MD 27104  
Attn: Dawn Wade  
Ph: 301-663-0342  
FAX: 301-663-3240  
E-mail: dawn.a.wade@usda.gov

Use E-mail, FAX, telephone, or mail when requesting services, and always provide the following:

Organization  
P.O. Box or Street Address, include Room or Suite Number  
City, State, and nine-digit Zip Code  
Contact Person  
Telephone Number  
FAX Number

When ordering the manual and related updates (transmittals), provide the following additional information or use the [Manual Order Form](#) in this section.

- ◆ List the title: National Canine Operations Manual.
- ◆ Indicate either the initial manual or a transmittal number.
- ◆ List the number of copies you need.

---

## Adding and Changing Addresses and Copy Counts

When adding and changing addresses and copy counts for distribution, provide the following additional information or use the [Distribution Update Sheet](#) in this section.

- ◆ List the title: National Canine Operations Manual.
- ◆ List the number of copies you need to receive.
- ◆ List the new, corrected, or deleted address.

---

## Correcting Errors and Suggesting Improvements

If you detect an error, report it by using a Comment Sheet that is included with this manual. Or, if it is easier, call, send an E-mail message, or FAX Dawn Wade or anyone else in PPQ's Manuals Unit at the address listed under [Ordering Manuals](#).

Do the same if you want to suggest an improvement or question a procedural change. If your improvement is substantive, you might want to submit a formal suggestion to the NCPM.



United States Department of Agriculture  
Animal and Plant Health Inspection Service

USDA, APHIS, PPQ  
Manuals Unit  
7340 Executive Way, Suite A  
Frederick, MD 21704

ATTN: Dawn Wade

---

## Distribution Update Sheet

1. Number of copies you get now \_\_\_\_\_

2. Number of copies you want to get \_\_\_\_\_

3. New, corrected, or deleted address:

---

---

---

---

4. \_\_\_\_\_  
(Name of a contact)

5. Telephone Number \_\_\_\_\_

6. FAX Number \_\_\_\_\_

**AFFIX POSTAGE to reverse side** (or this will be returned to you by the  
Post Office)

**FOLD, STAPLE, STAMP, AND DROP IN MAIL or FAX to PPQ's  
Manuals Unit**

United States Department of Agriculture  
Animal and Plant Health Inspection Service

USDA, APHIS, PPQ  
Manuals Unit  
7340 Executive Way, Suite A  
Frederick, MD 21704

ATTN: Dawn Wade

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**Directions:** Use this sheet to suggest an improvement or to identify a problem in the content of the manual. to mail, please follow the directions on the reverse side.

Description of problem (error, inconsistency, missing, or insufficient information, etc.):

Description of improvements or recommended change (add attachments is necessary):

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